



NATIONAL SECURITY  
PERSONNEL SYSTEM



Menu

Resources

Glossary

Welcome

Exit X



Select **Next** to continue.

Back

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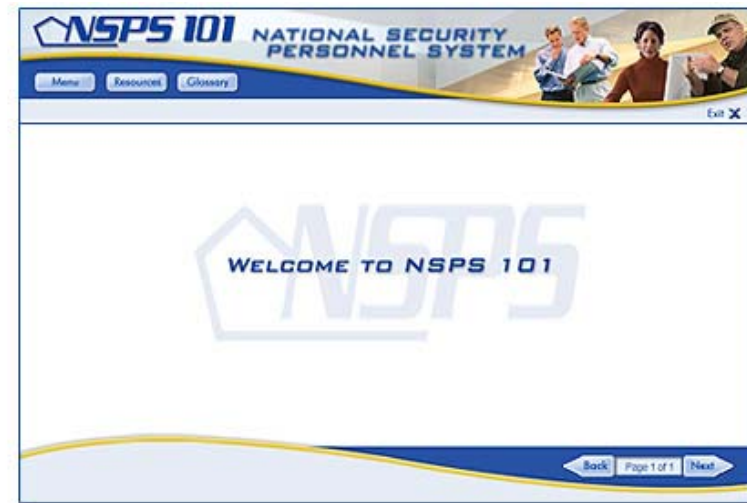
Next



### *Getting Started*

This lesson introduces you to the interface functions, screen layout, and navigation system. Once you complete this lesson, you will be ready to progress through the course screens. This training uses standard conventions for web-based training (WBT), so if you are already familiar with how to use WBT, you may skip this lesson by selecting the button below.

To use this WBT, it is recommended that you have Windows 2000 or higher, and Internet Explorer 6 or higher.

[Skip This Lesson](#)

Select **Next** to continue.

[Back](#)

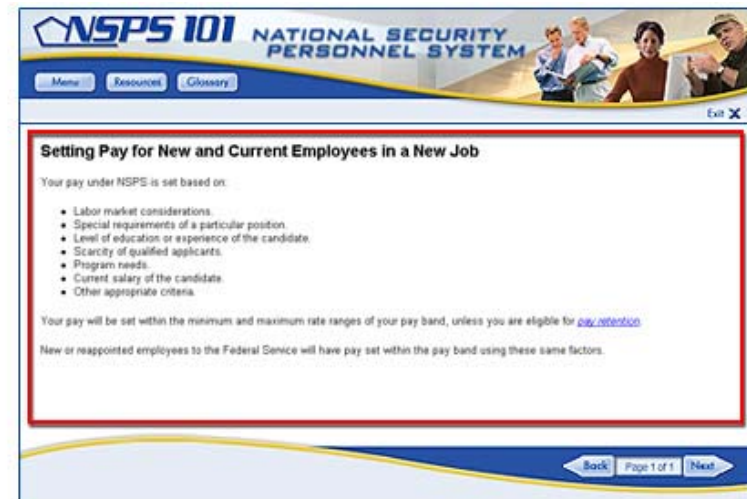
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## *Content Area*

The main part of the screen is the content area. The text and graphics for viewing and interaction are in this area. It may contain links to popup information boxes, other screens in the course, other documents, web pages, or definitions of terms.



**Setting Pay for New and Current Employees in a New Job**

Your pay under NSPS is set based on:

- Labor market considerations.
- Special requirements of a particular position.
- Level of education or experience of the candidate.
- Scarcity of qualified applicants.
- Program needs.
- Current salary of the candidate.
- Other appropriate criteria.

Your pay will be set within the minimum and maximum rate ranges of your pay band, unless you are eligible for [pay retention](#).

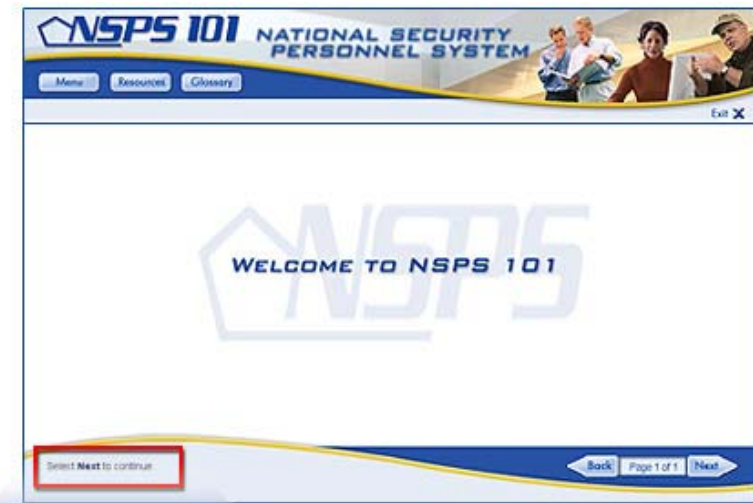
New or reappointed employees to the Federal Service will have pay set within the pay band using these same factors.

Navigation: [Back](#) Page 1 of 1 [Next](#)



### ***Prompt***

At the lower left of the content area you will find the prompt. The prompt tells you what you need to do to progress to the next screen. On screens with selectable items, the prompt changes as you interact with the screen, telling you what to do next.



Select **Next** to continue.

Select **Next** to continue.

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## *Links*

You will find five different types of links within the content area, as follows:

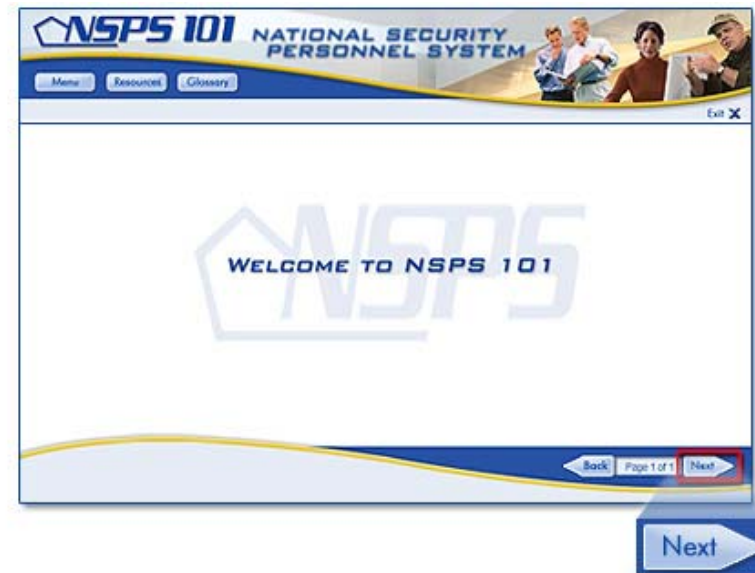
- **Links to another screen in the course.**
- **Links to external web sites.** These open in a separate window. You must have an active internet connection to view these.
- **Links to NSPS policy documents.** These are generally NSPS "implementing issuances." They are usually PDF documents, and open in a separate window.
- **Links to elaborations of information or definitions of terms presented on the screen.** These appear in a small movable popup box.
- **Links to examples of information presented on the screen.** These display in a movable popup box, and describe scenarios relating to fictitious employees ("virtual employees").

Linked items can be in the form of text, photos, or graphics. The prompt will alert you to which items on the screen are linked. All links are optional. However, it is recommended that you select all links and at least scan the information provided.



### *Next button*

The Next button takes you to the next screen in the course. If you are at the end of a lesson, selecting Next will take you to the first screen of the next lesson.

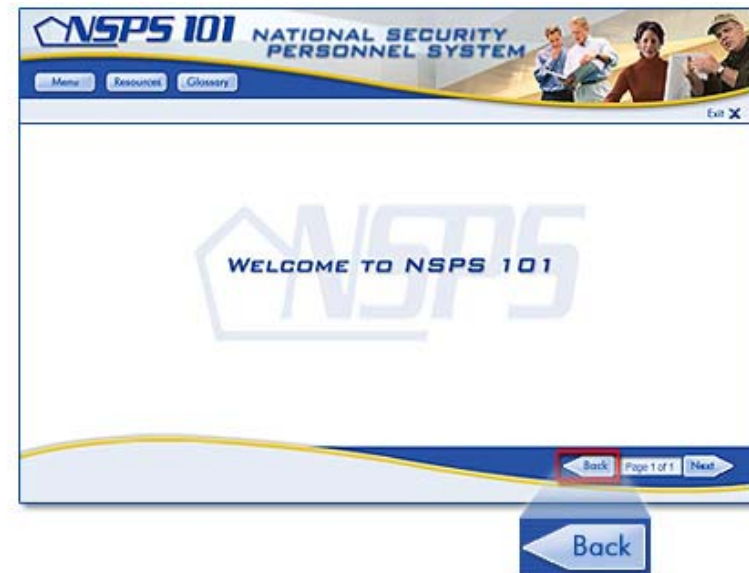


Select **Next** to continue.



### ***Back button***

The Back button takes you to the screen located before the current screen in the sequence of screens for that lesson. If you are using the Menu to jump between screens in different locations, you can right-click the screen and select **Back** to go to the previous screen viewed, regardless of the sequence of screens in that lesson.



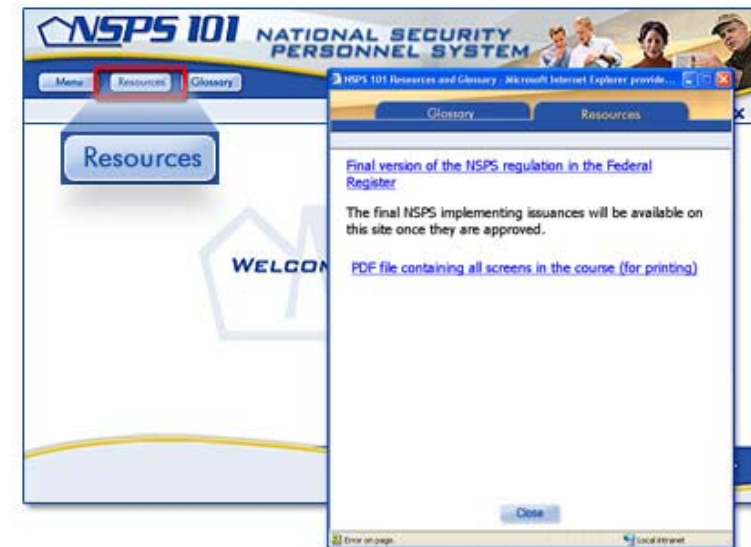
Select **Next** to continue.



### *Resources button*

The Resources button opens a separate window with a list of resources that relate this course. These resources are linked to either the document indicated (usually to the appropriate location within the document) or a web page where you can find the information.

If you are not connected to the Internet, some of the links within the course will not open the appropriate source. Additionally, if you are viewing this course from a file downloaded to your machine, CD-ROM, or local network, some links will not open to the applicable section of the resource.

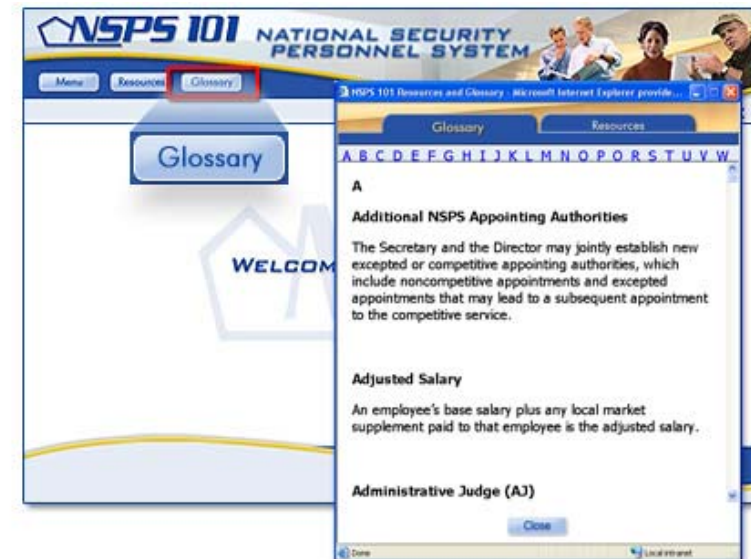






### ***Glossary button***

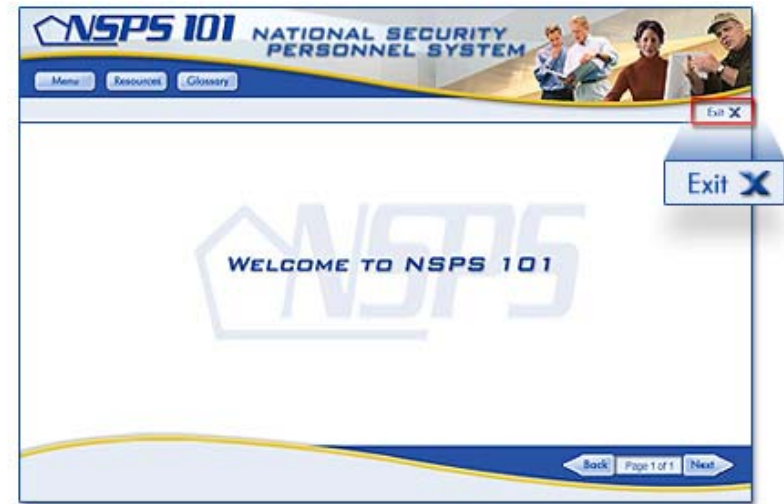
The Glossary button opens a separate window with a list of terms and their definitions, including definitions of acronyms.





### ***Exit button***

The Exit button opens a dialog box asking if you want to exit the course. Select **Yes** to exit and close the browser window.

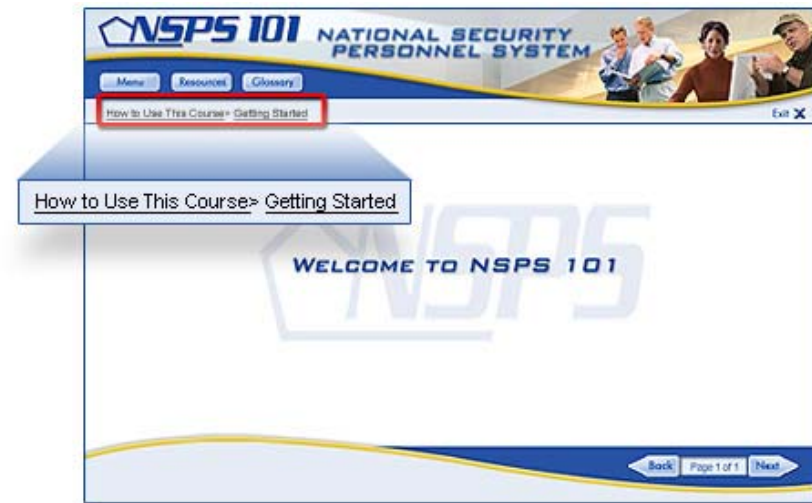


Select **Next** to continue.



### ***Breadcrumb area***

The breadcrumb area is so named because it leaves a "trail of breadcrumbs" for you to follow, so that you can trace your path back through the current topic and lesson. The lesson and topic titles are linked; select either of these to go to the first screen in that lesson or topic.





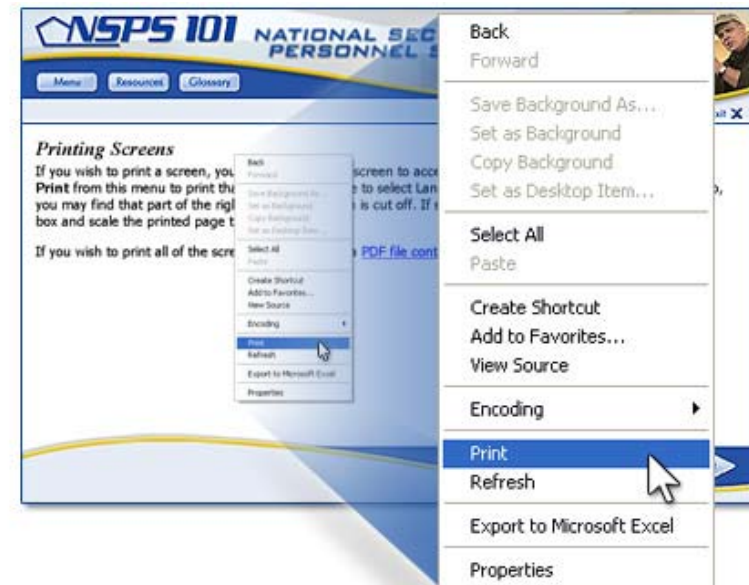
### ***Printing Screens***

If you wish to print a screen, do either of the following:

- Press Alt and P on your keyboard (recommended).
- Right-click the screen to access a context-sensitive browser menu. Select **Print** from this menu.

If you use the right-click option, make sure to select Landscape orientation in the Print dialog box. Using this option, you may also find that part of the right side of the screen is cut off. If so, select the Scale option in your print dialog box and scale the printed page to 90% or less.

If you wish to print all of the screens of the course, a [PDF file containing all screens in the course](#) is available.







## ***Keyboard Equivalents***

In addition to using the mouse to perform functions in the course, you can use keys to perform some of the same functions, as follows:

- ALT and left arrow key or B navigates back to the previous screen
- ALT and right arrow key or N navigates forward to the next screen
- ALT and M opens the menu
- ALT and X opens the exit prompt
- ALT and R opens the resources window
- ALT and G opens the glossary window
- ALT and P prints the screen
- ALT and T selects "True" on the Self-Assessment questions
- ALT and F selects "False" on the Self-Assessment questions
- ALT and S is the same as pressing **Submit** on the Self-Assessment questions



## *Why This Course*

NSPS 101 introduces the nuts and bolts of [NSPS](#)—providing information about conversion, job classification, performance management, compensation, merit promotion, and workforce shaping. The more you understand about NSPS, the better prepared and comfortable you will feel when your position converts. In this course, you learn the basic elements of the new system and what you need to do to succeed. The HR Elements and Performance Management classroom courses will provide greater detail.

NSPS 101 provides the information that a typical DoD employee wants and needs to know. If your position is unique, speak with your manager or your HR consultant to get more information.



### *Why This Course*

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NSPS 101 provides the information you need to speak with your manager or your

The human resources management system established under 5 U.S.C. 9902(a). It does not include the labor relations system established under 5 U.S.C. 9902(m).

If your position is unique,



## ***Introduction to NSPS 101***

The course has 6 lessons:

1. This introduction
2. Conversion to NSPS
3. Introduction to Performance Management
4. Introduction to Compensation
5. Introduction to Merit Promotion
6. Introduction to Workforce Shaping

Each lesson highlights important information you need to know and the changes brought about by NSPS.

After the last lesson, there is a self-assessment, then a course evaluation questionnaire, and finally, a course completion certificate that you can print.

This course takes approximately one and a half hours to complete.





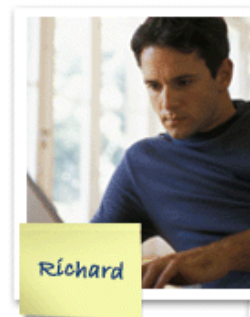
## ***Introduction to NSPS 101 (continued)***

Before getting into the nuts and bolts of NSPS, it is helpful to take time here to explain some background information and how to navigate NSPS 101.

- NSPS 101 provides a foundation in NSPS and supports additional classroom training.
- You have several navigation tools to help you complete NSPS 101. These include the Menu, Resources, Glossary, and the Back and Next buttons.
- You do not need to finish the course in one sitting. However, the course will not “save your place” when you close the browser window.
- Everyone learns differently. If it helps, take notes or print the screens for your use after you complete NSPS 101.
- There is always room for improvement—help us out by taking time to complete the evaluation form. We appreciate your input.
- Take credit for completing NSPS 101—when you finish, print your certificate of completion. Your training office will provide instructions on where to send your certificate.

### *Introducing the NSPS 101 Virtual Employees*

To illustrate examples of how NSPS rules, regulations, and procedures affect employees like yourself, this course introduces virtual employees. Select the virtual employees shown here to see examples of how this works.



Select each virtual employee to see an example.



### *Introducing the NSPS 101 Virtual Employees*

To illustrate examples and procedures, this course introduces virtual employees who show how they work.



Richard is an Engineer, GS-0801-13.

[Close](#)

Linda

Select each virtual employee to see an example.

[Back](#)

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### *Introducing the NSPS 101 Virtual Employees*

To illustrate examples and procedures, this course introduces virtual employees who show how things work.



Linda is a Security Guard, GS-0085-6.

[Close](#)

Linda

Select each virtual employee to see an example.

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### *Introducing the NSPS 101 Virtual Employees*

To illustrate examples and procedures, this course introduces virtual employees who show how they work.



Maxine is an Accountant, GS-0510-12.

[Close](#)

Linda

Select **Next** to continue.

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### ***What is NSPS?***

NSPS is a management system that compensates and rewards employees based on performance and contribution to the mission. NSPS provides flexibility to move more freely across a range of work opportunities without being bound by narrowly defined jobs. NSPS gives DoD the tools to foster a culture that values and recognizes talent.



DoD plans to phase organizations into NSPS incrementally over the next several years.

Roll over the note for more information, then select **Next** to continue.

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### ***NSPS Key Concepts***

NSPS emphasizes these key concepts through salary increases and bonuses.

- **Accountability**—you are responsible for your career and performance. Your performance and contributions will pay off through salary increase and bonuses.
- **Flexibility**—NSPS is a simplified and adaptable management system that places the right people in the right jobs at the right time.
- **Results**—your performance and contribution link to achieving organizational goals and DoD's critical mission.





### ***What Remains the Same?***

NSPS changes many aspects of the current HR system, including how pay is set, pay for performance, job classification, how promotions are handled, and workforce shaping. However, much remains the same.

NSPS will not change the scope of your position, or your ability to influence your success. As an employee, you also retain these basic rights and entitlements:

- Protection from prohibited personnel practices
- Whistleblower protections
- Veterans' preference principles
- Benefits laws (retirement, health, life, etc.)
- Anti-discrimination laws
- Fundamental due process
- Allowances and travel/subsistence expenses
- Training
- Leave and work schedules
- [Merit system principles](#)



## **Civil Service Merit Principles**

- Recruit qualified individuals from all segments of society; select and advance employees on the basis of merit after fair and open competition.
- Treat employees and applicants fairly and equitably without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapped condition. Do not violate their privacy or constitutional rights.
- Provide equal pay for work of substantially equal value (with due consideration to national/local private sector rates); reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Use the workforce effectively and efficiently.
- Retain employees on the basis of their performance. Separate employees who do not improve their performance to meet required standards.
- Educate and train employees when it will result in better organizational or individual performance.
- Protect employees from arbitrary action, improper political influence, and personal favoritism.
- Protect employees against reprisal from lawful disclosures of information in "whistleblower" situations, like when the employee reasonably believes there is illegal activity, gross waste of funds, abuse of authority, substantial danger to public health or safety.



### ***Lesson Review***

In summary:

- NSPS is a management system that places emphasis on accountability, flexibility, and results.
- NSPS gives DoD the tools to foster a culture that values and recognizes talent.
- You are critical to NSPS's success.
- The scope of your position and your basic rights as a DoD employee remain unchanged.

Select **Next** to continue.

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## ***Conversion to NSPS - Introduction***

Your conversion to NSPS happens automatically. Your permanent position of record converts to the NSPS classification structure without changing your roles and responsibilities.

This lesson addresses some questions about the conversion to NSPS.

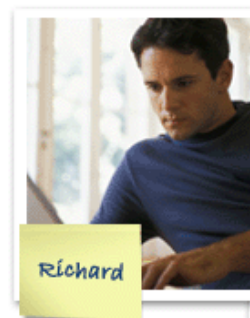
- What happens to my pay when my position is converted to NSPS?
- What is a Within Grade Increase (WGI) adjustment (also known as WGI buy-in)?
- Are there any other changes at conversion?
- What is the NSPS classification structure?
- How does my job fit into the classification structure?

### *No Loss of Pay During Conversion*

The most important point about conversion is that your position converts into NSPS **without a loss of pay**. Your total salary remains the same. In fact, it may even increase if you are eligible for a one-time, prorated [Within-Grade Increase](#) (WGI) adjustment. Your prorated WGI adjustment is based on the length of time (calendar days) accumulated toward your next WGI. The WGI is added to your base salary when your position converts.

To receive the one time, prorated WGI adjustment at conversion:

- Your performance must be acceptable; **and**
- You must be in step 9 or lower of your current grade.



Richard



Maxine



Linda

Select each virtual employee to see an example.



### *No Loss of Pay During Conversion*

The most important point about conversion is that your position converts into NSPS **without a loss of pay**. Your total salary remains the same. In fact, it may even increase if you are eligible for a one-time, prorated

[Within-Grade Increase](#)

WGI adjustment is based on (your years of service days) accumulated toward the next step added to your base salary.

To receive the one-time WGI during conversion:

- Your performance must be "Satisfactory" or better.
- You must be in step 1 or below of your grade.

#### WGI

An increase in employee's rate of basic pay because of advancement from one step of his or her grade to the next after meeting requirements for length of service and performance. NOTE OF EXPLANATION: As part of an employee's conversion to NSPS, the employee will be given his/her WGI buy-in. This is a one-time payment. Once in NSPS, the value of WGIs is included in the paypools for performance payouts.

Linda

Select each virtual employee to see an example.

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### *No Loss of Pay During Conversion*

The most important position convert Your total salary increase if you are [Within-Grade Increase](#) (WGI adjustment days) accumulated added to your base salary.

To receive the conversion:

- Your performance rating must be acceptable.
- You must be in the same grade.



Richard is an Engineer, GS-0801-13, step 7 and is two years from his next step increase. When he is converted to NSPS, Richard is not eligible to receive a portion of the WGI he is due because his rating of record at conversion is unacceptable. The value of his WGI buy in will not be applied to his base salary at conversion.

[Close](#)

Linda

### *No Loss of Pay During Conversion*

The most important position convert. Your total salary increase if you are a [Within-Grade Increase](#) (WGI adjustment days) accumulated and added to your base salary.

To receive the credit at conversion:

- Your performance rating is acceptable.
- You must be in the same grade.



Linda is a Security Guard, GS-0085-6, step 9 and is six months from her next step increase. When she is converted to NSPS, Linda is eligible to receive a portion of the WGI she is due because her rating of record at conversion is acceptable. The value of her WGI buy in will be applied to her base salary at conversion.

[Close](#)

Linda

Select each virtual employee to see an example.

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### *No Loss of Pay During Conversion*

The most important position convert Your total salary increase if you a [Within-Grade In](#) WGI adjustment (days) accumulated added to your b

To receive the d conversion:

- Your perfor
- You must b grade.



Maxine is an Accountant, GS-0510-12, step 5 and is one year from her next step increase. When she is converted to NSPS, Maxine is eligible to receive a portion of the WGI she is due because her rating of record at conversion is acceptable. The value of her WGI buy in will be applied to her base salary at conversion.

[Close](#)

Linda

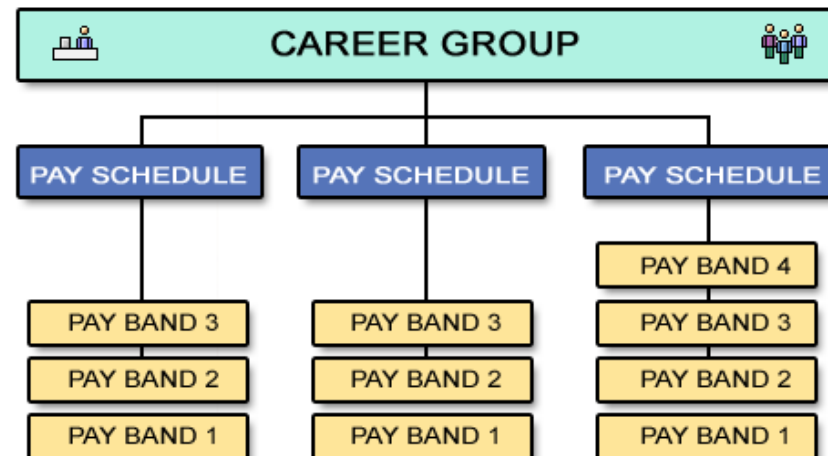


### *The NSPS Classification Architecture*

The NSPS classification architecture is made up of three related elements - career groups, pay schedules, and pay bands.

Under NSPS, your pay band fits into a pay schedule and your pay schedule fits into one of four career groups.

You will learn more about this architecture in the following screens.

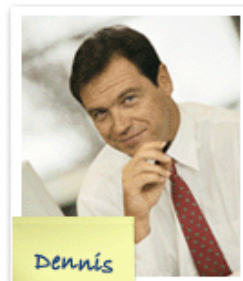


### ***Career Groups***

Under NSPS, your position fits into one of four career groups. Career groups are broad groupings of jobs that perform related work.

The four career groups are:

- Standard Career Group
- Scientific & Engineering Career Group
- Medical Career Group
- Investigative & Protective Services Career Group



Dennis



John



Alison



Sarah

Select each virtual employee to see an example.

### *Career Groups*

Under NSPS, you  
groups. Career  
perform related

The four career

- Standard C
- Scientific &
- Medical Ca
- Investigati



Dennis is an Accountant. When his position is converted into NSPS, it will be in the Standard Career Group.

[Close](#)

Sarah

Select each virtual employee to see an example.

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### ***Career Groups***

Under NSPS, you  
groups. Career  
perform related

The four career

- Standard C
- Scientific &
- Medical Ca
- Investigati



Alison is a Pharmacist. When her position is converted into NSPS, it will be in the Medical Career Group.

[Close](#)

Sarah

Select each virtual employee to see an example.

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[Menu](#)[Resources](#)[Glossary](#)[Conversion to NSPS](#) > [Classification](#)[Exit](#) X

### ***Career Groups***

Under NSPS, you  
groups. Career  
perform related

The four career

- Standard C
- Scientific &
- Medical Ca
- Investigati



John is a Surveying Technician. When his position is converted into NSPS, it will be in the Scientific and Engineering Career Group.

[Close](#)

Sarah

Select each virtual employee to see an example.

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[Menu](#)[Resources](#)[Glossary](#)[Conversion to NSPS](#) > [Classification](#)[Exit](#) X

### *Career Groups*

Under NSPS, you  
groups. Career  
perform related

The four career

- Standard C
- Scientific &
- Medical Ca
- Investigati



Sarah is a Firefighter. When her position is converted into NSPS, it will be in the Investigative and Protective Services Career Group.

[Close](#)

Select **Next** to continue.

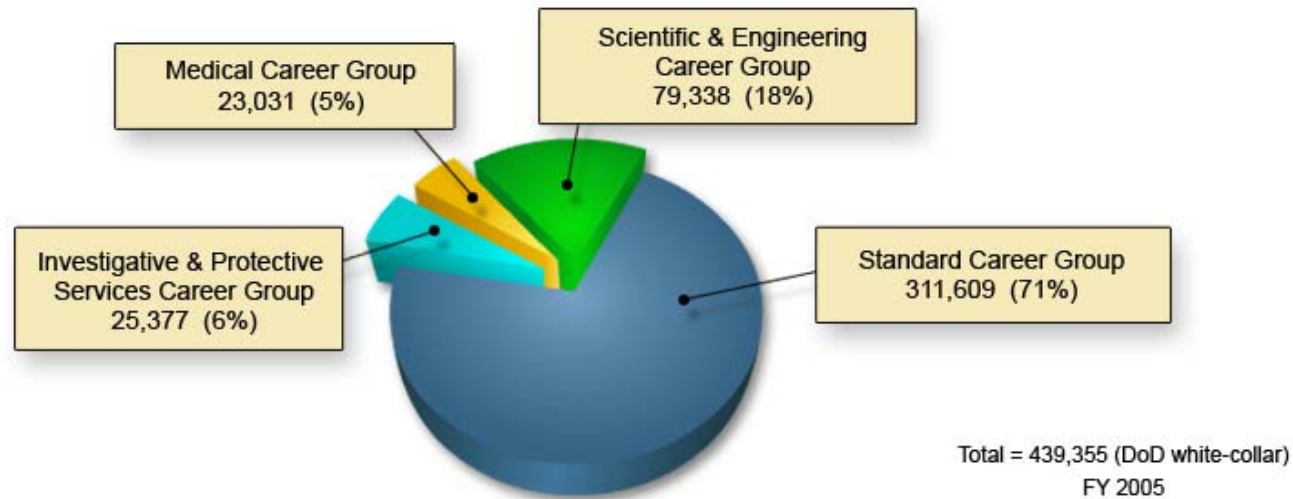
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### *Career Group Percentages*

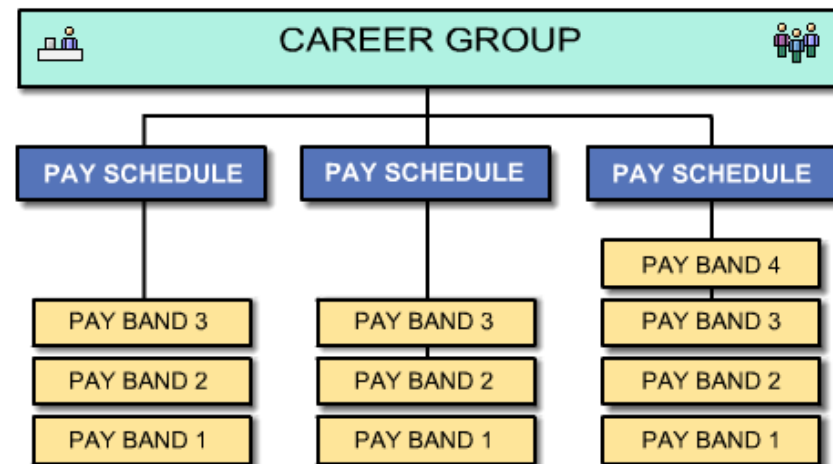
The vast majority of the Department's approximately 440,000 GS employees fall within the Standard Career Group.



### ***Pay Schedules***

Pay schedules combine similar types of work within a career group. Career groups and pay schedules define and categorize positions based on these similarities:

- Nature of work performed
- Career patterns
- Mission
- Job competencies

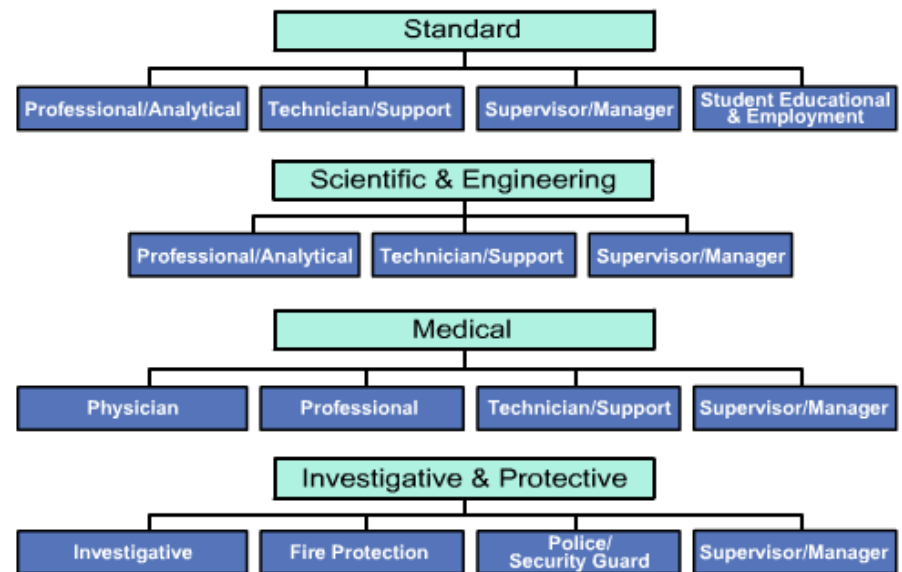




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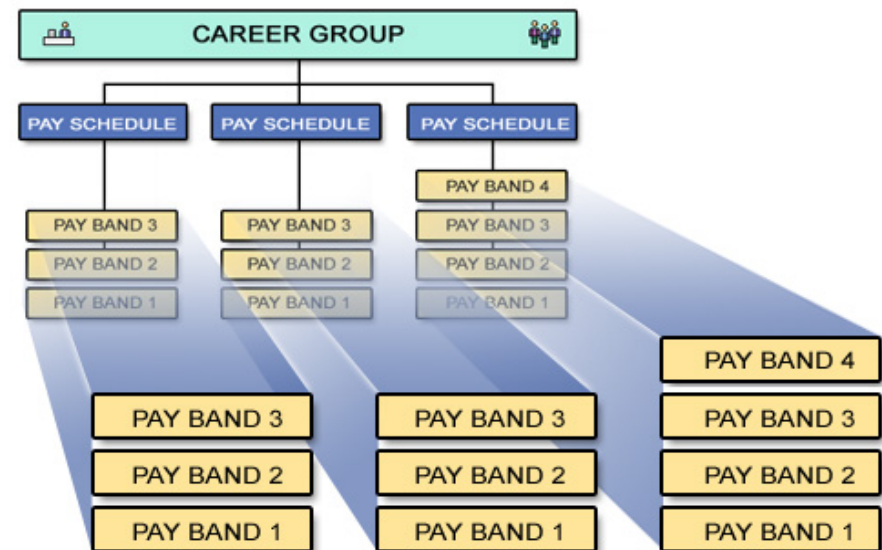
[replay](#)



### *Pay Bands*

Under the GS system, your base salary is determined by the 15-grade/10-step system. NSPS classifies your position into a pay band within your pay schedule. The NSPS pay system establishes a pay range for each pay band, with a minimum and a maximum pay rate.

Your pay range will depend on the pay band to which your position is assigned.



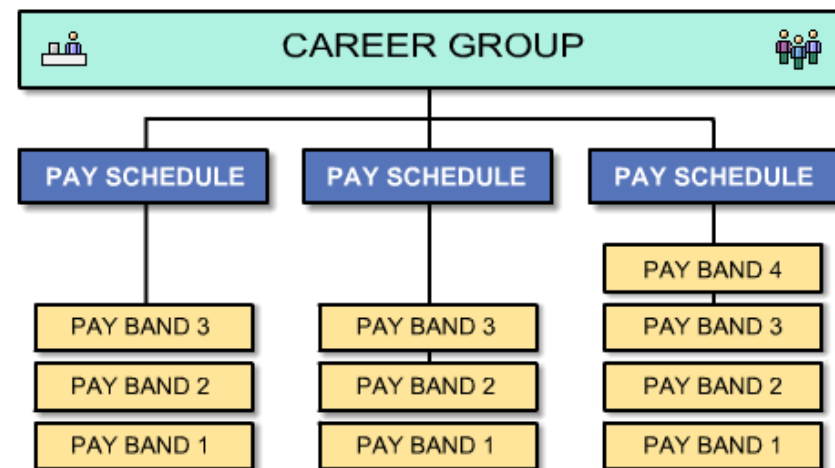
### Where Do You Fit In?

Now that you understand the system, you can see that the classification architecture provides a simplified process for identifying and aligning the work of the organization.

Now that you have been introduced to the NSPS architecture, select each career group to see the pay schedules within that group. You can then select the pay bands to see the salary range for that band.

Note: Pay bands show FY 2006 ranges and do not include [Local Market Supplement \(LMS\)](#).

Select the CAREER GROUP box to view the different groups.



Select items in the diagram as instructed, then select **Next** to continue.

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### Where Do You Fit In?

Now that you understand the system, you can see that the classification architecture is a process for identifying the organization.

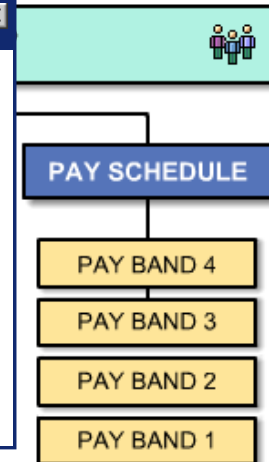
Now that you have been through the architecture, select each of the schedules within that group to see the salary bands to see the salary

Note: Pay bands show include [Local Market Supplement](#)

Select the CAREER GROUP box to view the different groups.

#### Local Market Supplement (LMS)

Additional pay to address labor market factors that are location and occupation specific. Under NSPS, these supplements are used in lieu of title 5 locality pay and special rate supplements. These supplements will be expressed as a percentage of base salary.



Select items in the diagram as instructed, then select **Next** to continue.

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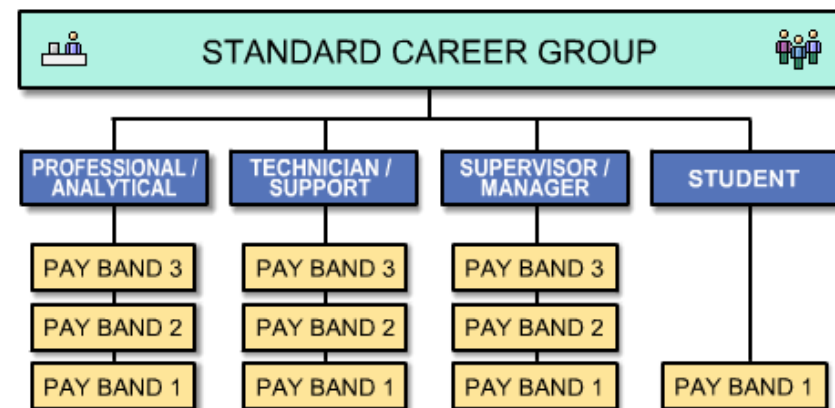
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Select the CAREER GROUP box to view the different groups.



Select a Pay Band to view BASE salary ranges.

Select items in the diagram as instructed, then select **Next** to continue.

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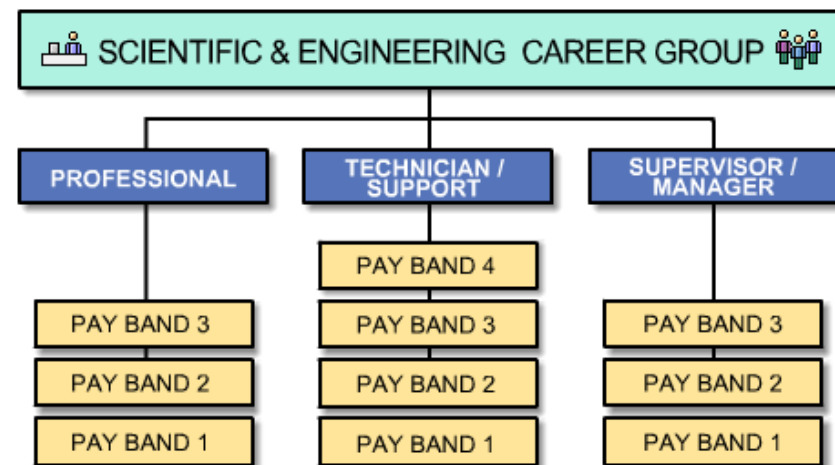
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Select a Pay Band to view BASE salary ranges.

Select items in the diagram as instructed, then select **Next** to continue.

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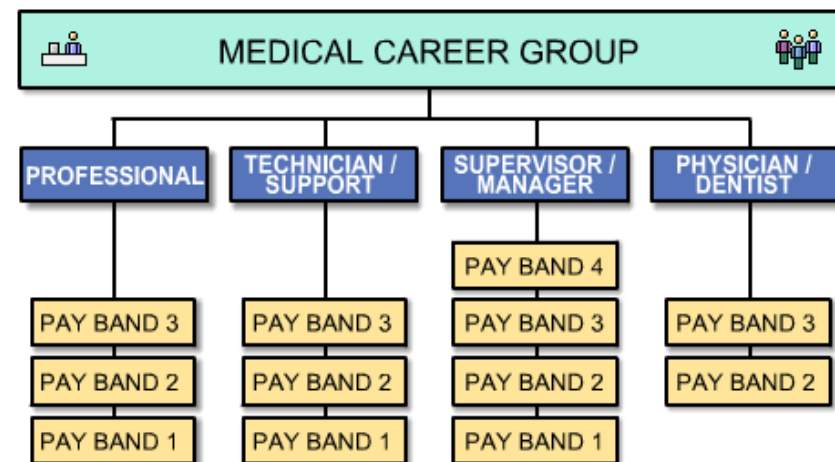
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Select the CAREER GROUP box to view the different groups.



Select a Pay Band to view BASE salary ranges.

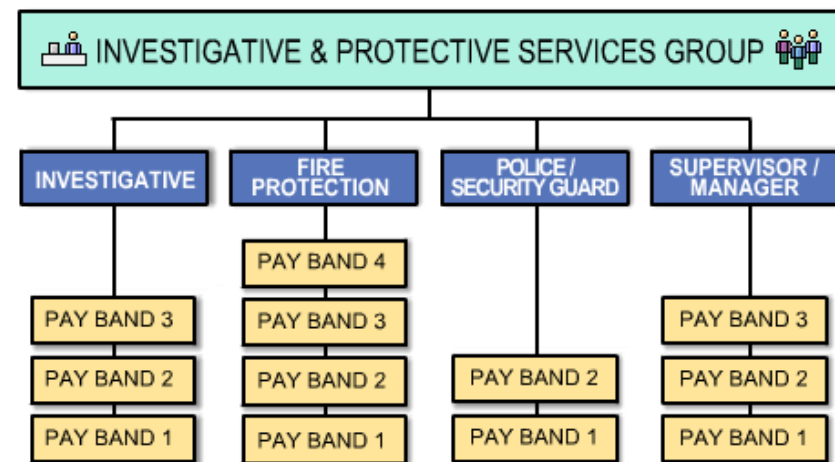
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Now that you understand the system, you can see that the classification architecture provides a simplified process for identifying and aligning the work of the organization.

Now that you have been introduced to the NSPS architecture, select each career group to see the pay schedules within that group. You can then select the pay bands to see the salary range for that band.

Note: Pay bands show FY 2006 ranges and do not include [Local Market Supplement \(LMS\)](#).

Select the CAREER GROUP box to view the different groups.



Select a Pay Band to view BASE salary ranges.

Select items in the diagram as instructed, then select **Next** to continue.

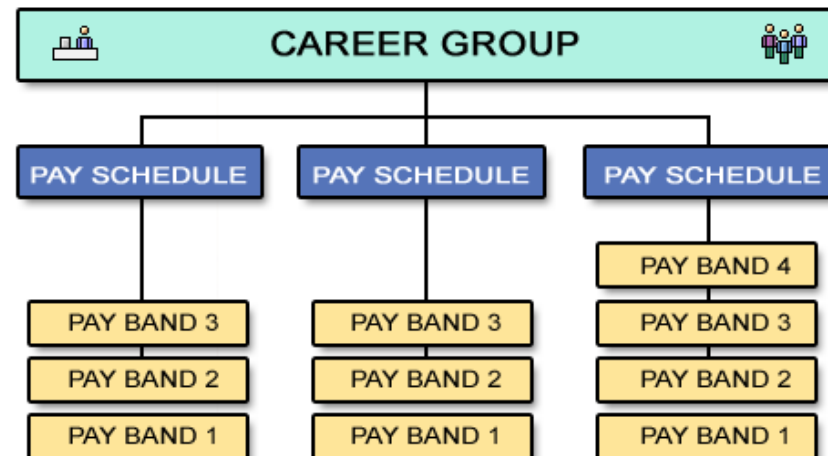




### Identifying Positions

Your position is identified by an occupational code, title, career group, pay schedule, and pay band. The chart below shows the differences between GS and NSPS classification. Every GS position within NSPS is assigned to a career group, pay schedule, pay band and occupational code.

NSPS Classification Architecture	GS System
Career Groups	Occupational Families
Pay Schedules	Pay Plans
Pay Bands	Grades
Occupational codes	Occupational Series



### *Definitions of Occupations*

You need to become familiar with a few definitions:

- [Professional occupations](#)
- [Analytical occupations](#)
- [Technician and support occupations](#)
- [Student Educational Employment Program](#)

These occupational definitions are the drivers in determining your pay schedule and pay band.



### *Definitions of Occupations*

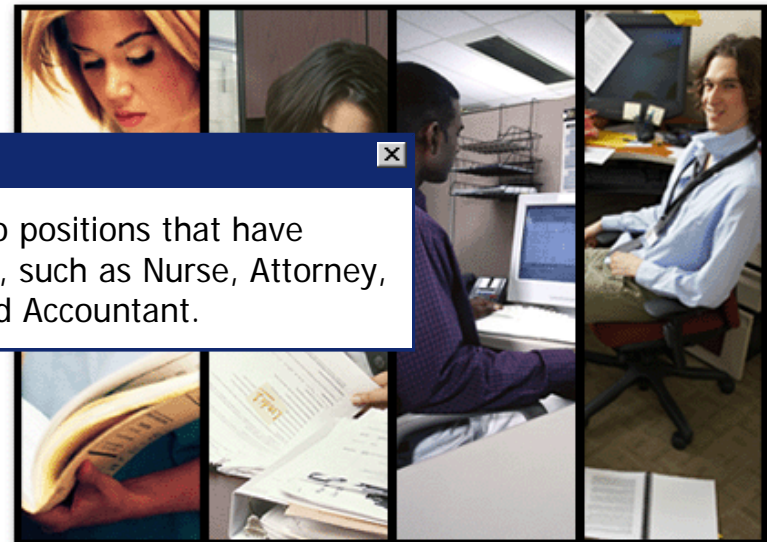
You need to become familiar with a few definitions:

- [Professional occupations](#)
- [Analytical occupations](#)
- [Technician and support occupations](#)
- [Student Educational Employment](#)

These occupational definitions determine your pay schedule.

#### Professional occupations

Professional occupations refer to positions that have positive education requirements, such as Nurse, Attorney, Chemist, Electrical Engineer, and Accountant.





### *Definitions of Occupations*

You need to become familiar with a few definitions:

- [Professional occupations](#)
- [Analytical occupations](#)
- [Technician and support occupations](#)
- [Student Educational Employment](#)

These occupational definitions determine your pay schedule.

#### Analytical occupations

Analytical occupations perform work that involves judgment and personal responsibility, such as Budget Analyst, Information Technology Specialist, Contract Specialist, and Equipment Specialist.





### *Definitions of Occupations*

You need to become familiar with a few definitions:

- [Professional occupations](#)
- [Analytical occupations](#)
- [Technician and support occupations](#)
- [Student Educational Employment](#)

These occupational definitions determine your pay schedule.

#### Technician and support occupations

Technician and support occupations provide support to professional or analytical occupations, such as Secretary, Budget Technician, Engineering Technician and Supply Technician.

### *Definitions of Occupations*

You need to become familiar with a few definitions:

- [Professional occupations](#)
- [Analytical occupations](#)
- [Technician and support occupations](#)
- [Student Educational Employment Program](#)

These occupational definitions are used for determining your pay schedule.

#### Student Educational Employment Program

Student Educational Employment Program includes students who work full- or part-time and are enrolled in an accredited educational institution.

### *Conversion to NSPS Based on Your Permanent Position*

For the majority of employees, conversion to NSPS is based on your current grade level. For example, if you are a GS-11 today, this grade level is used to determine where you fit in the pay band structure.

DoD plans to phase organizations into NSPS incrementally over the next few years. When your position converts to NSPS, you will receive an SF50 documenting the change of your permanent position.

To find out what your position converts to, use the [Conversion Tool](#).

Your organization's leadership will keep you informed about the timing of your conversion.



The image shows a sample SF50 Notification of Personnel Action form. The form is divided into several sections: 'FIRST ACTION', 'SECOND ACTION', 'EMPLOYEE DATA', and 'POSITION DATA'. It includes fields for employee name, grade, pay band, and position title. The form is partially filled out with handwritten information, including the name 'THOMAS' and various numerical values.



### *Unique Conversions*

Some positions are subject to a different conversion process. Select each virtual employee to see how that kind of position will be converted.

Alternative Personnel System (APS)



Mark

Temporary Promotions



Lon

Career Conditional Appointments



Millie

Employees in Developmental Positions



David

Select each virtual employee to see an example.





### Unique Conversions

Some positions  
position will be

Alternative Person



Mark is an Industrial Engineer, DP-0896-3, in an Alternative Personnel System (APS) with the Naval Air Warfare Center, Weapons Division, at Point Mugu. At the time of NSPS conversion, Mark's position is first converted to the General Schedule using the APS conversion regulations and then into NSPS. This is how it works:

From his APS position, Mark is first converted to an Industrial Engineer, GS 0896-13 step 9 and then converted from GS to the NSPS Scientific and Engineering Career Group, Professional Pay Schedule, Pay Band 2.

Developmental Positions

[Close](#)

Select each virtual employee to see an example.

[Back](#)

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[Menu](#)[Resources](#)[Glossary](#)[Conversion to NSPS](#) > [Conversion Process](#)[Exit](#) X

### *Unique Conversions*

Some positions  
position will be

Alternative Person



Lon is a Production Controller, GS-1152-9, step 6, temporarily promoted to a GS-11 position. When his position is converted into NSPS, the conversion is based on his permanent position. Under NSPS, Lon is classified in the Standard Career Group, Technician/Support Pay Schedule, Pay Band 2.

Developmental Positions

[Close](#)

Select each virtual employee to see an example.

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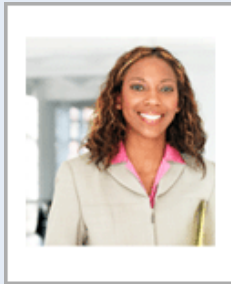
### *Unique Conversions*

Some positions  
position will be

Alternative Person



Mark



Millie is a Management and Program Analyst, GS-0343-12, step 8, career-conditional employee and is in the 9th month of her initial 12-month probationary period. When her position is converted into NSPS, she is classified in the Standard Career Group, Professional/Analytical Pay Schedule, Pay Band 2. Under NSPS career conditional no longer applies, as such she is a career employee. The nine months Millie has served towards her probationary period counts and is carried over to NSPS so she only has three more months left of her probationary period.

w that kind of

Developmental Positions



David

[Close](#)

Select each virtual employee to see an example.

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[Menu](#)[Resources](#)[Glossary](#)[Conversion to NSPS](#) > [Conversion Process](#)[Exit](#) X

### *Unique Conversions*

Some positions  
position will be

Alternative Person



Mark



David is an Accountant, GS-0510-5, step 1 in a developmental position. He has the potential to reach the grade 13 under the GS system. When his position is converted into NSPS, his position will be in the Standard Career Group, Professional/Analytical Pay Schedule, Pay Band 1. When he completes his developmental program, he may be noncompetitively promoted into Pay Band 2.

Developmental Positions



David

[Close](#)

Select **Next** to continue.

[Back](#)

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### ***Classification Appeals***

The NSPS classification structure is a tool to help managers identify, describe, and align the work of an organization. If you feel that your position is misclassified, you are encouraged to speak directly with your manager to discuss your concern. After the conversation, if you still feel that your position is misclassified, you have the right to appeal the classification. Your Human Resources advisor can assist you in this process if needed.



## ***Lesson Review***

In summary:

- The conversion from the GS system to the NSPS classification structure is automatic.
- There is no loss in pay.
- You may receive a one time within-grade increase (WGI) adjustment when converting to NSPS, provided you are eligible.
- The NSPS classification structure is made up of pay bands, pay schedules, and career groups.
- Your position is assigned an occupational code, title, career group, pay schedule, and pay band during conversion.

Select **Next** to continue.

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## ***Performance Management - Introduction***

NSPS is a management system that compensates and rewards you based on your performance and contribution to the mission of your activity. Understanding how your performance and contribution link to achieving organizational goals and DoD's critical mission is important. When your performance expectations and work are aligned with organizational goals and DoD's mission, your value to the organization and mission is enhanced.

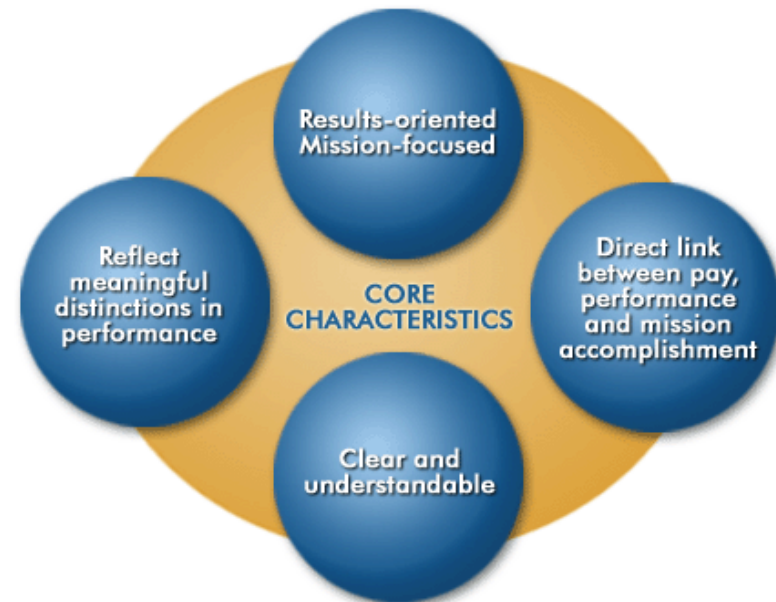
This lesson gives you a basic understanding of the NSPS performance management system. It provides some grounding in advance of the more extensive classroom training you will receive when your organization converts to NSPS.



### *Core Characteristics of Performance Management System*

Our performance management system is based on the following core characteristics:

- **Results-oriented, mission-focused** – Under NSPS, your work is aligned with your organization's goals
- **Direct link between pay, performance and mission accomplishment** – Under NSPS, you are rewarded for your performance and how you contribute to achieving your organization's goals
- **Clear and understandable** – Under NSPS, the system is viewed as fair, credible, and transparent
- **Reflect meaningful distinctions in performance** – Under NSPS, your performance can be rewarded, and you will understand why you received your rating and reward

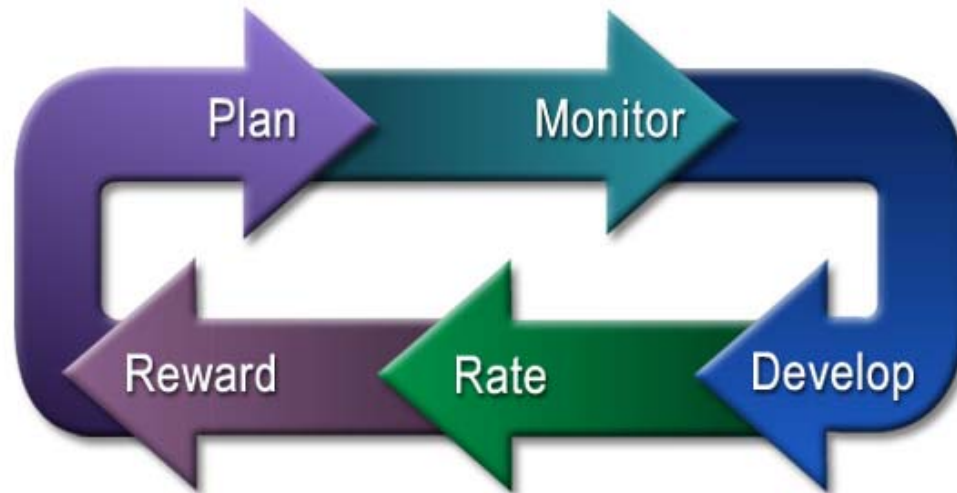






### ***Performance Management Cycle***

Performance management is an ongoing process that occurs throughout the performance cycle. There are 5 steps in the process:



Select **Next** to continue.

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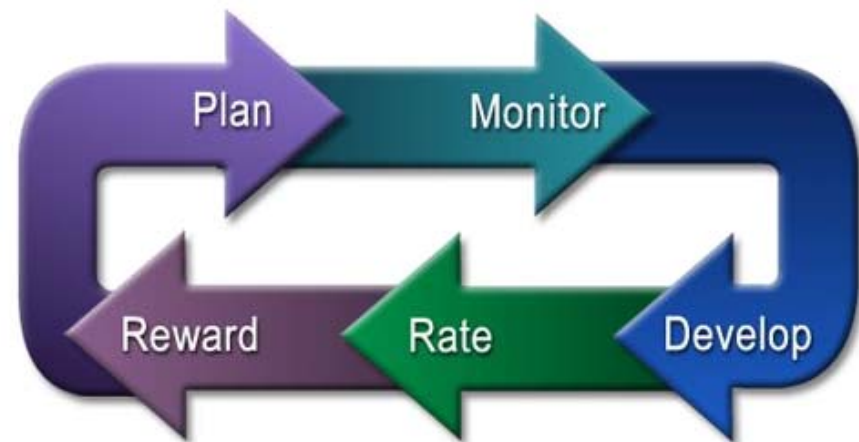
[Next](#)



### ***Planning Your Performance***

Employees' performance is based on two elements:

1. [Job Objectives](#) – "What" I do.
2. [Contributing Factors](#) – "How" I do it.



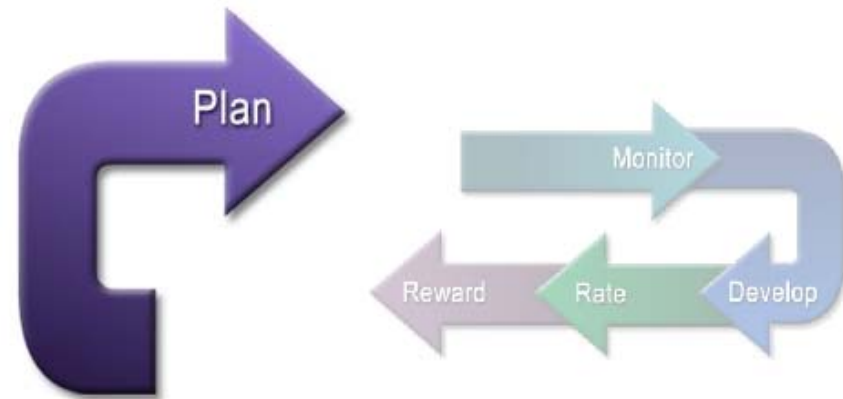
Select the links to view those screens. Each will return you to this screen.



### ***Planning Your Performance***

Employees' performance is based on two elements:

1. [Job Objectives](#) – "What" I do.
2. [Contributing Factors](#) – "How" I do it.



Select the links to view those screens. Each will return you to this screen.

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### ***Job Objectives***

Job Objectives are an expression of performance expectations in the performance plan that capture what you are expected to accomplish during the appraisal period. They draw a line of sight between your work and the organization's goals and focus on results. At the end of the day, what you do is what matters most. Most of us will have between three to five job objectives that identify our major responsibilities and describe what is expected of us. Your job objectives are established by your supervisor with your input during the planning process.



Select the virtual employee to see an example.





### Job Objectives

Job Objectives are expectations of what you are expected to accomplish during a specific period. They drive the organization's performance at the end of the day, and we all expect to have a clear understanding of our major goals and objectives. Your supervisor will help you develop your job objectives during the planning process.



This year, Jevon worked with his supervisor to establish 3 job objectives. Let's look at Objective #2:

"By September 30, review and analyze between 20 and 25 budgets and associated reports to identify areas that require attention and additional work. As a result of this effort, budgets will be accurate and submitted in a timely manner

which allows the organization to have the resources necessary to accomplish its goals."

[Close](#)


Individual  
Performance



### *Contributing Factors*

Contributing Factors are attributes and behaviors that are significant to the accomplishment of your job objectives.

There are seven contributing factors:

1. Communication
2. Cooperation and Teamwork
3. Critical Thinking
4. Customer Focus
5. Leadership
6. Resource Management
7. Technical Proficiency

When you and your supervisor develop your performance plan, you determine which contributing factors are important for each objective. For each job objective, generally at least one contributing factor is identified.





### *Contributing Factors*

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6. Resource Management
7. Technical Proficiency

When you and your supervisor develop your performance plan, you determine which contributing factors are important for each objective. For each job objective, generally at least one contributing factor is identified.







### *Contributing Factors*

Contributing Factors are significant to the accomplishment of the objective. There are several contributing factors:



Jevon and his supervisor identify which contributing factors are important to and supportive of the accomplishment of the objective. They identify:

1. Communication
2. Cooperation
3. Critical Thinking
4. Customer Focus
5. Leadership
6. Resource Management
7. Technical Proficiency

- (1) Technical Proficiency
- (2) Cooperation and Team Work

[Close](#)

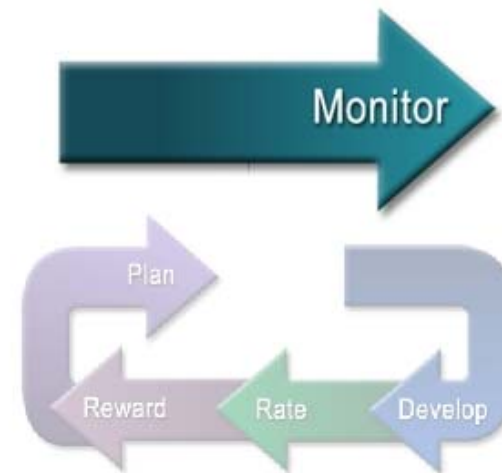
When you and your supervisor plan, you determine which contributing factors are important for each objective. For each job objective, generally at least one contributing factor is identified.





### ***Monitoring Performance***

You will find that NSPS promotes an environment of open, two-way communication between you and your supervisor. When you can talk openly about current and future work goals and your accomplishments, you have a greater opportunity to excel and use your talents. Throughout the year, you and your supervisor discuss your performance.





### ***Interim Reviews***

Along with the ongoing feedback you receive from your supervisor, one formal, interim review is required. The purpose of the interim review is to take a look at how it is going, evaluate each job objective and the contributing factors to make sure they accurately reflect your work, and check progress toward achieving your job objectives.



Ongoing feedback drives performance.



### ***Working with Your Supervisor***

Since you are rewarded on your performance, you want to establish and maintain an effective way to get feedback from your supervisor. We all work differently, so when you work with your supervisor to establish your performance plan, discuss how you and your supervisor will communicate. You want to know:

- What is working?
- Are there training or development opportunities that I could take advantage of to improve my skills?
- Is there something I need to be focusing on to improve my performance?
- Do I need to add, eliminate or adjust any of my objectives because my organization's priorities have shifted?
- Am I being challenged enough?

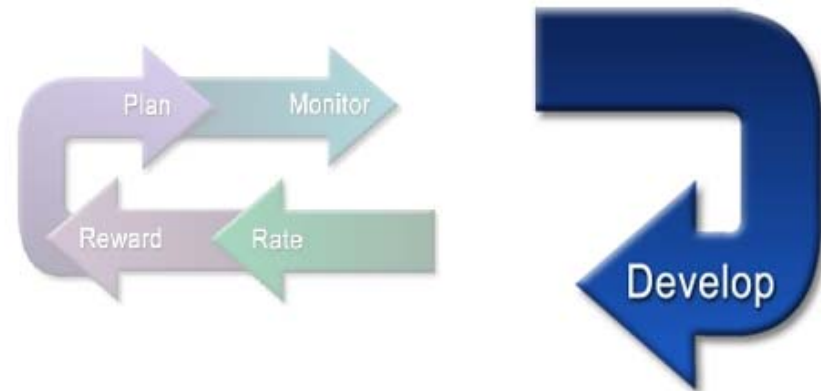






### ***Developing Performance***

Developing and enhancing your skills is a critical component to your success. When you establish your performance plan, take time to identify what areas you would like to develop. Discuss with your supervisor what training and development opportunities may be available that would enhance your skills and your value to the organization. Consider asking about mentoring and coaching programs, details and reassignments, and professional and technical development opportunities.





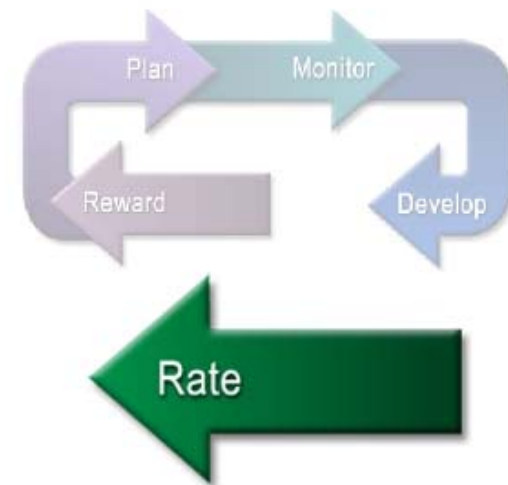


### ***Rating Performance***

At the end of the performance cycle, your performance is rated by your supervisor. You play an important role in the rating process—you document what you accomplished and discuss these accomplishments with your supervisor.

To rate your performance, first, you are rated on what you accomplished. Then, you are evaluated on how you did it.

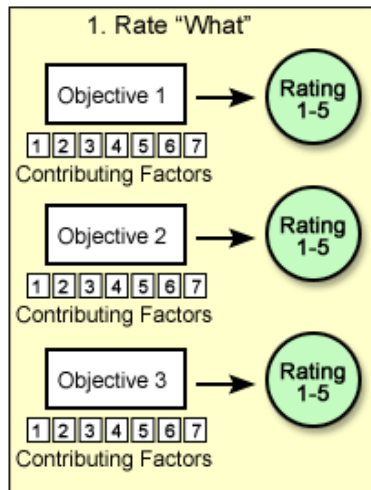
If you do not deliver on what you were supposed to accomplish, how you accomplished it does not matter.





### ***Rating Performance – Step 1***

Based on the job objectives and associated contributing factors you identified during the performance planning process, at the end of the cycle, your supervisor evaluates your performance. First, your supervisor evaluates each job objective (the "What") and assigns a rating of 1 to 5.



#### Contributing Factors

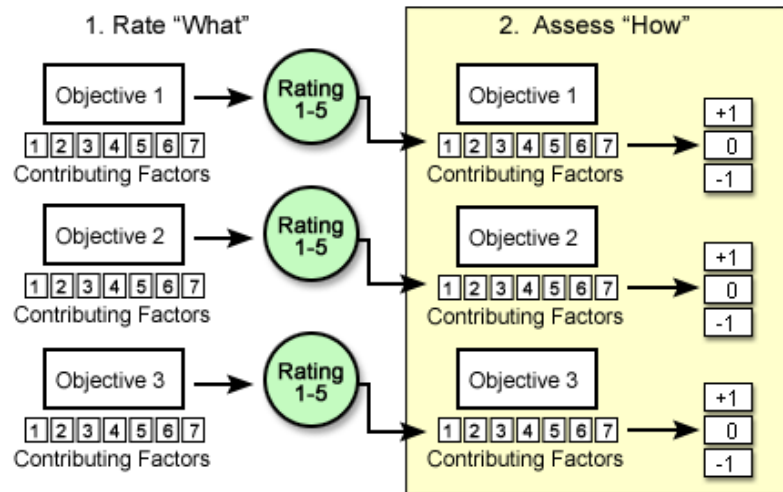
1. Communication
2. Cooperation and Teamwork
3. Critical Thinking
4. Customer Focus
5. Leadership
6. Resource Management
7. Technical Proficiency

**Note:**

If you receive a rating of 1 on your job objective, your overall rating of record is 1.

### Rating Performance – Step 2

If you receive a rating of 2 or higher on your job objective, your supervisor then determines the contributing factors' influence on the associated job objective and indicates whether they increase the job objective rating by a factor of 1, decrease the rating by a factor of 1, or have no effect, 0.

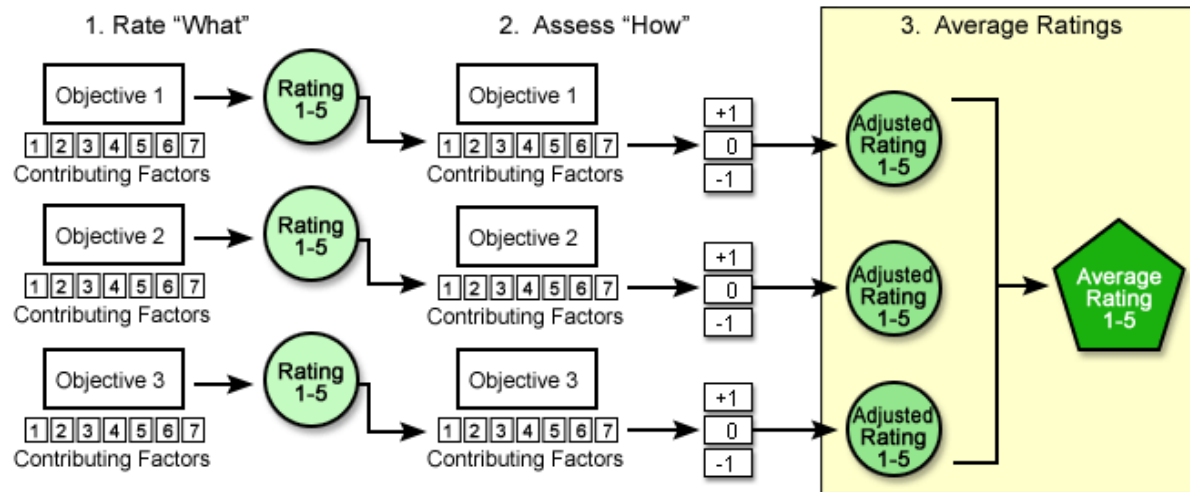


#### Note:

If you receive a rating of 2 on your job objective, your job objective rating cannot be adjusted down to 1 based on the associated contributing factors.

### Rating Performance – Step 3

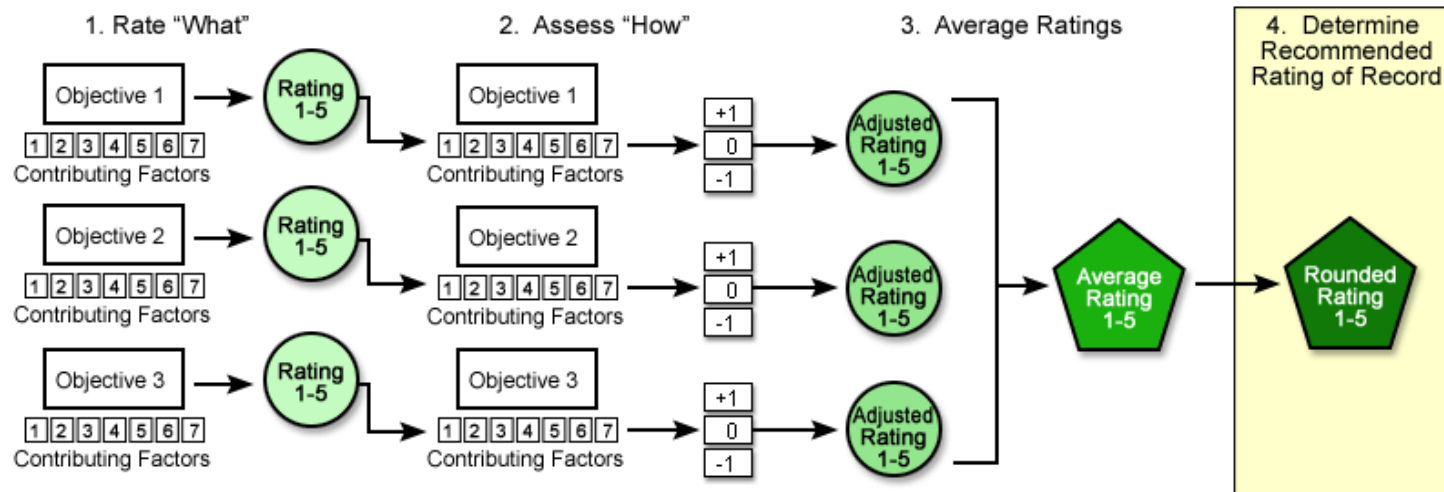
The combination of the job objective rating and the contributing factor assessment (expressed as +1, 0, or -1) results in an adjusted rating for each job objective. The process is repeated for each job objective. Then the adjusted ratings are averaged.





### Rating Performance – Step 4

If the average from the previous step is .51 or higher, the rating is rounded up to the next whole number. When the average is .50 or lower, the rating is rounded down to the next lower whole number. Follow the prompt for more information on the rounding process and the Ratings of Record.

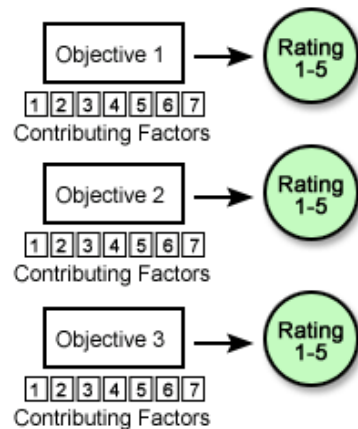


Select the Rounded Rating box for an explanation of the Ratings of Record.

### Rating Performance – Step 4

If the average from the previous step is .51 or higher, the rating is rounded up to the next whole number. When the average is .50 or lower, the rating is rounded down to the next lower whole number. Follow the prompt for more information on the rounding process and the Rating of Record.

#### 1. Rate "What"



#### Average Rating 1-5

Average Rating Range	Rating of Record
4.51 to 5.00	5
3.51 to 4.50	4
2.51 to 3.50	3
2.00 to 2.50	2
1 on any objective	1

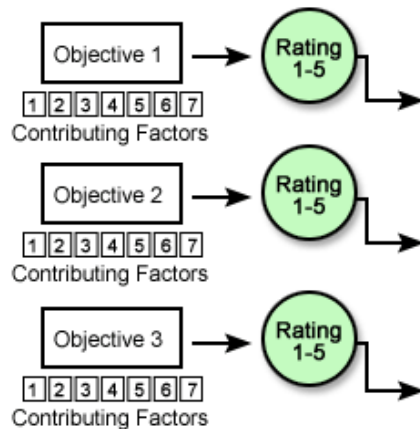
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### Rating Performance – Step 4

If the average from the previous step is .51 or higher, the rating is rounded up to the next whole number. When the average is .50 or lower, the rating is rounded down to the next lower whole number. Follow the prompt for more information on the rounding process and the Ratings of Record.

#### 1. Rate "What"



#### Rounded Rating 1-5

Rating of Record	Rating of Record Descriptor
5	Role Model
4	Exceeds Expectations
3	Valued Performer
2	Fair
1	Unacceptable

Terminate  
Recommended  
of Record

Rated  
Rating  
-5

Select **Next** to continue.

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### ***Rating Performance – Example***

To illustrate how the rating process works, let's see how it is applied in Jevon's case. The following sequence of screens takes you through the steps.



Select the virtual employee to see an example.



### *Rating Performance Example – Step 1*

**1. Rate "What"**

Objective 1	→	3
1 2 3 4 5 6 7		
Contributing Factors		
Objective 2	→	3
1 2 3 4 5 6 7		
Contributing Factors		
Objective 3	→	3
1 2 3 4 5 6 7		
Contributing Factors		



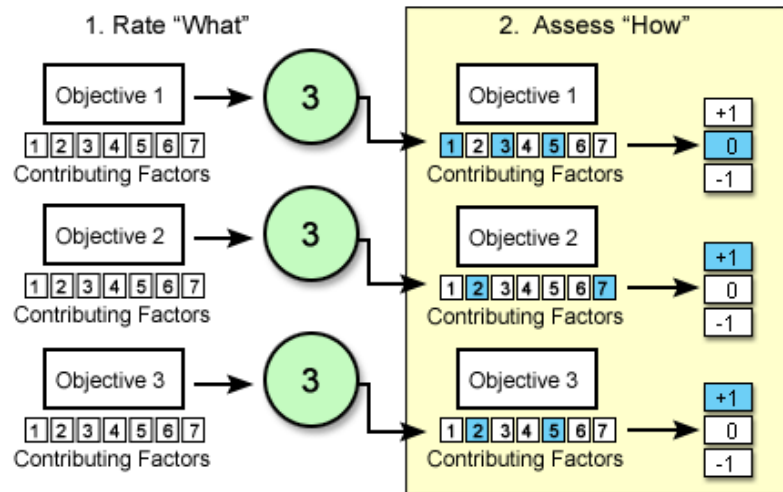
As you saw in the Job Objectives screen, Jevon established 3 job objectives with his supervisor during the planning process. For example, objective #2 was:

"By September 30, review and analyze between 20 and 25 budgets and associated reports to identify areas that require attention and additional work. As a result of this effort, budgets will be accurate and submitted in a

timely manner which allows the organization to have the resources necessary to accomplish its goals."

Jevon accomplished his objectives, meeting the criteria established at the beginning of the rating cycle. As a result, he received an objective rating of 3 for each.

### *Rating Performance Example – Step 2*



[See how this affects Jevon](#)



## *Rating Performance Example – Step 2*

As you saw on the Contributing Factors screen, Jevon and his supervisor identified which contributing factors are important to and supportive of the accomplishment of the objectives. For example, on objective #2, they identified:

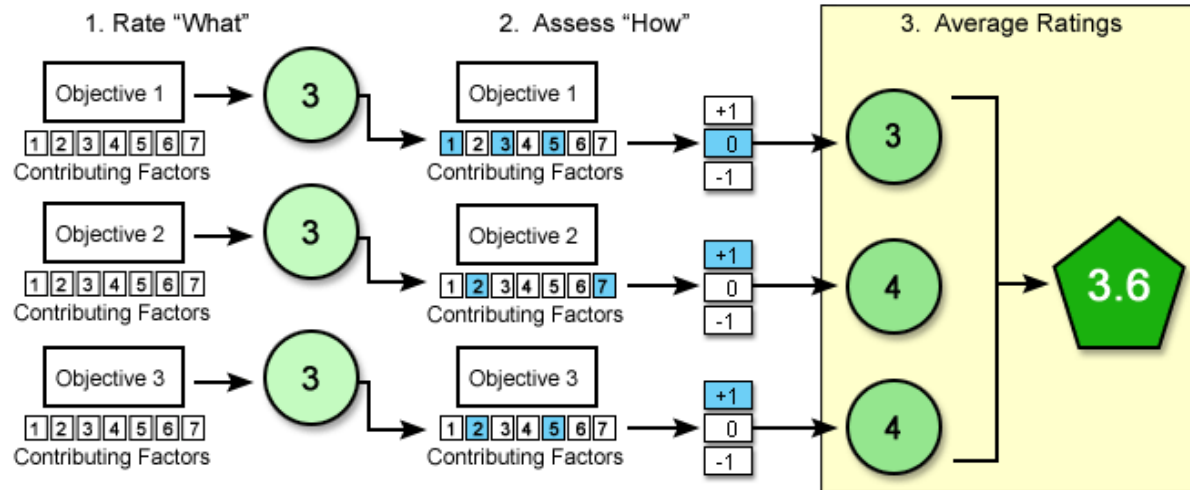
- (2) Technical Proficiency
- (7) Cooperation and Team Work

Jevon's supervisor assessed that he demonstrated sound technical proficiency by identifying budget errors that, uncaught, would have had a significant negative impact on the organization. Further, by effectively working with his colleagues, he was able to resolve the budget issues on time.

Because of how he achieved objective #2, Jevon received a "+" on the contributing factors assessment for this objective, making it a "4". In addition, for objective 1, he received a "0", and for objective #3, he received a "+".

[Close](#)

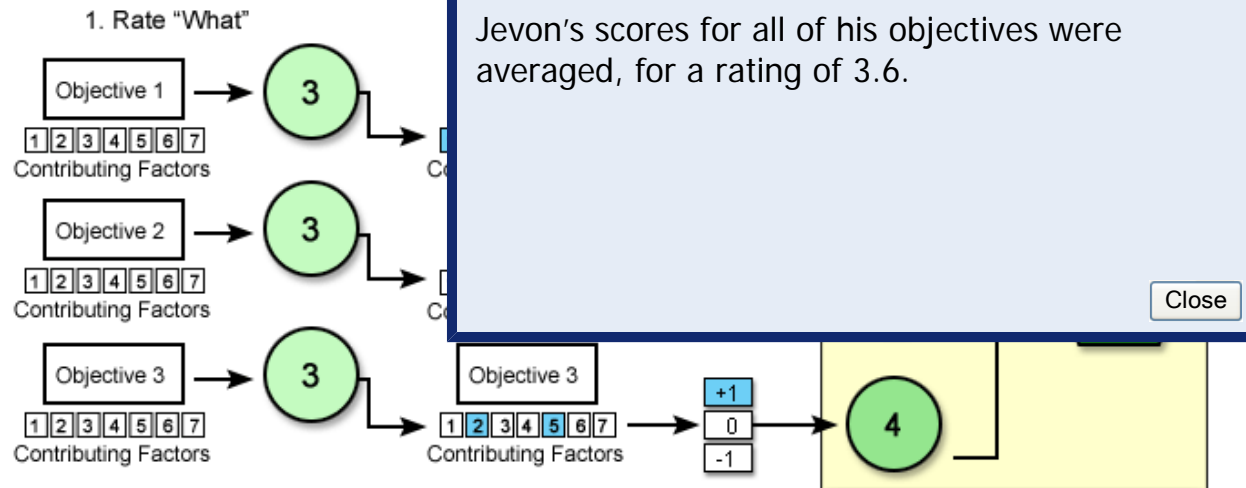
### Rating Performance Example – Step 3



[See how this affects Jevon](#)

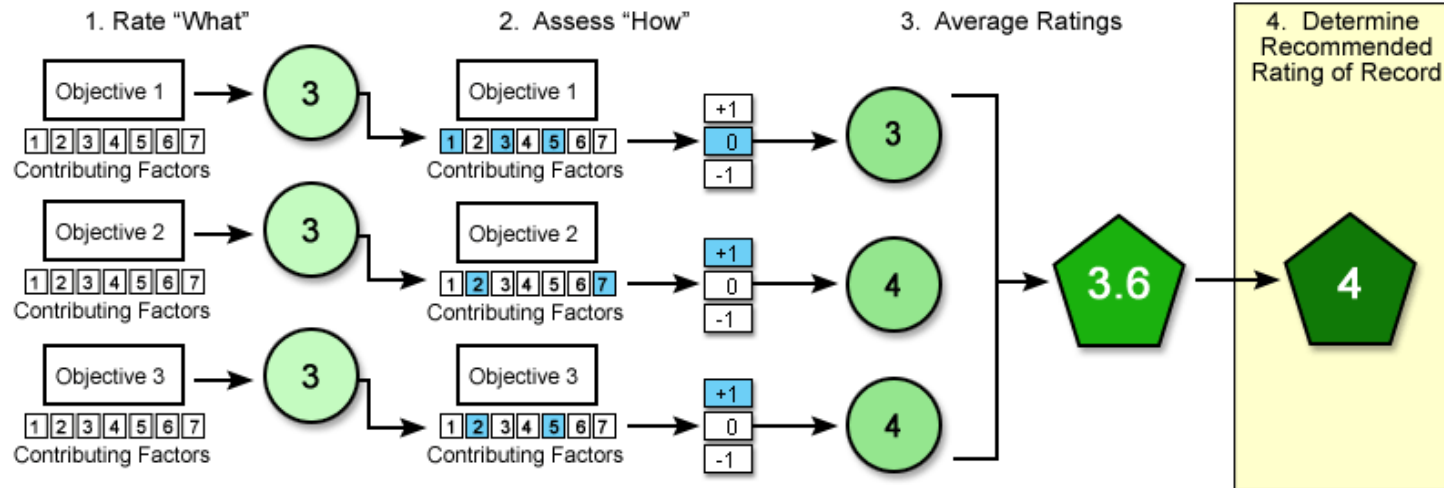


### Rating Performance Example – Step 3



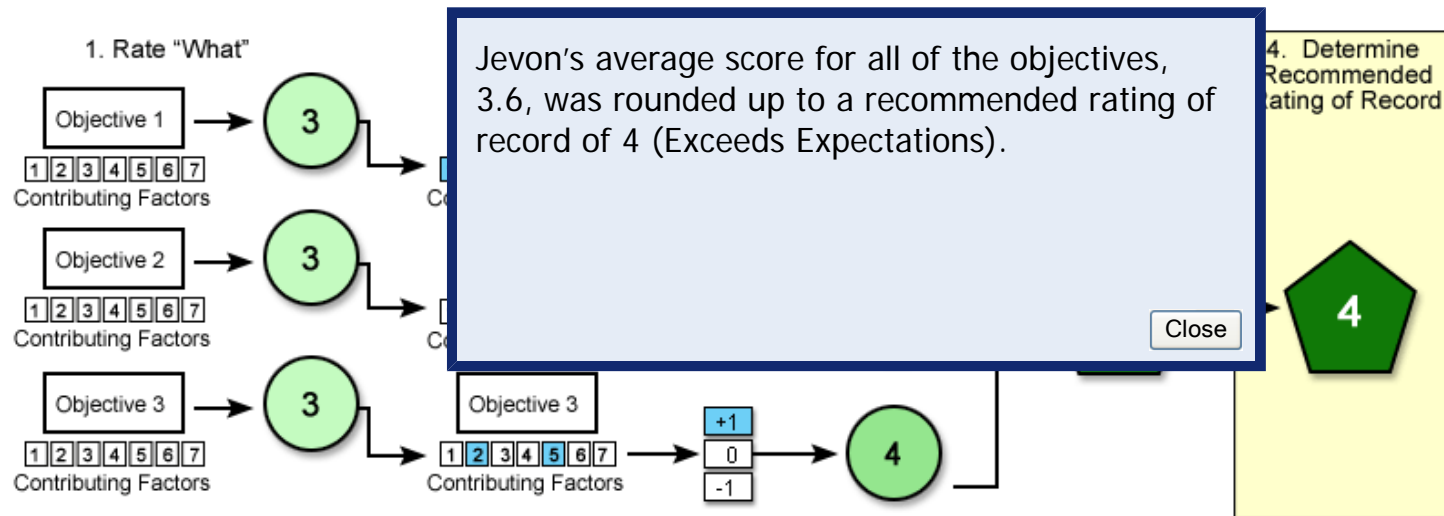
[See how this affects Jevon](#)

### Rating Performance Example – Step 4



[See how this affects Jevon](#)

### Rating Performance Example – Step 4



[See how this affects Jevon](#)



### ***Rewarding Performance***

Your supervisor is responsible for recommending:

[Rating of Record](#)

[Number of Shares](#)

[Payout distribution](#)



Additional information on this topic is provided in the Performance Management classroom courses.



### Rewarding Performance

Your supervisor is re

[Rating of Record](#)  
[Number of Shares](#)  
[Payout distribution](#)

#### Rating of Record

Your rating of record determines what you are eligible to receive:

Performance Rating	Employees are eligible to receive...
5 (Role Model)	<ul style="list-style-type: none"> <li>• Performance Based Pay</li> </ul>
4 (Exceeds Expectations)	<ul style="list-style-type: none"> <li>• Rate Range Adjustments</li> </ul>
3 (Valued Performer)	<ul style="list-style-type: none"> <li>• Local Market Supplement Increases</li> </ul>
2 (Fair)	<ul style="list-style-type: none"> <li>• Rate Range Adjustments</li> <li>• Local Market Supplement Increases</li> </ul>
1 (Unacceptable)	<ul style="list-style-type: none"> <li>• No Increases</li> </ul>



Select the links for more information.

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### Rewarding Performance

Your supervisor is re

[Rating of Record](#)  
[Number of Shares](#)  
[Payout distribution](#)

#### Number of Shares

If you receive a rating of record that is 3 (Valued Performer) or higher, you are eligible for a performance payout. To determine the value of your performance payout, you are assigned shares based on your rating:

Rating	Shares
5 (Role Model)	5 - 6
4 (Exceeds Expectations)	3 - 4
3 (Valued Performer)	1 - 2
2 (Fair)	0
1 (Unacceptable)	0



Select the links for more information.

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### ***Rewarding Performance***

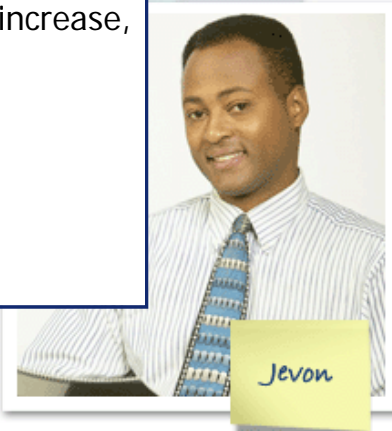
Your supervisor is re

[Rating of Record](#)  
[Number of Shares](#)  
[Payout distribution](#)

#### **Payout distribution**

Your performance payout = Base Salary x Share Value x # of Shares.  
Your performance payout is given to you in the form of base salary increase, bonus or combination of the two.

Share Value = percentage of employee's salary.



Select the virtual employee to see an example.

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## ***Pay Pool Panel***

Your supervisor's recommendations are provided to the pay pool panel. In the pay pool process, the pay pool panel reviews recommended ratings of record, share assignments, and payout distributions. The pay pool panel is a group of managers/supervisors who manage the fund distribution and reconcile ratings across members of the pay pool.

The pay pool panel may adjust their ratings, share assignments, and payout distributions to ensure equity and consistency across the pay pool.





## ***Challenging a Rating***

If you and your supervisor had a good working relationship and routinely discuss performance throughout the year, it is unlikely that you will be surprised by your rating of record. But if this occurs, you have the right to challenge it. Your Human Resources advisor can assist you in this process if needed.



Additional information on this topic is provided in the Performance Management classroom courses.



## *Lesson Review*

In summary:

- Performance **matters** under NSPS, and good performance is rewarded.
- There is an established performance management process that includes planning, monitoring, developing, rating, and rewarding performance.
- At the beginning of the performance cycle, you and your supervisor establish your performance plan.
- NSPS emphasizes aligning your work with your organization's goals and focusing on results.
- During the performance cycle, you and your supervisor engage in ongoing communication to ensure that you are on track. You can take this opportunity to discuss your developmental needs or career broadening opportunities.
- At the end of the performance cycle, you are rated on what you accomplished and how you accomplished it based on established performance expectations.
- Your performance is rewarded through a performance payout that can include an increase in your salary, a bonus or a combination of both.

Select **Next** to continue.

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## ***Pay and Compensation - Introduction***

It is important for you to understand that pay increases under NSPS are determined primarily by your performance, not longevity.

This lesson addresses some questions you may have about your pay, such as:

- How is my pay determined under NSPS?
- How does my performance affect my pay?
- How does the pay-for-performance process ensure fairness?
- What are the pay policies regarding:
  - Promotions
  - Reassignments
  - Pay retention
  - Reduction in pay band



### ***How Pay Is Determined***

One of the easiest ways to describe what makes up pay under NSPS is to compare it to pay under the GS system. The GS system added Worldwide Base Rate to locality pay or Special Rate Supplements. NSPS pay is the sum of Worldwide Base Rate and local market supplement.

[See an illustration of how this works.](#)





### How Pay Is Determined

One of the easiest ways to determine pay under NSPS is to compare the GS system added pay or Special Rate Supplement to the Worldwide Base Rate.

[See an illustration of how pay is determined.](#)

#### Illustration



Select the virtual employee for an example.

### *How Pay Is Determined*

One of the easiest ways to determine pay under NSPS is to use the GS system. The GS system is based on pay or Special Rate pay or Special Rate Worldwide Base pay.

[See an illustration](#)



Currently, Jean is a Budget Analyst, GS-0560-12 step 5 making \$73,720. Her total pay is comprised of \$62,740 in base salary and \$10,980 in locality pay.

When she is converted to NSPS, her total pay will be \$73,720. Her base salary remains \$62,740 and her local market supplement (current locality pay) remains \$10,980.

[Close](#)



### ***Worldwide Base Rate***

Under NSPS, your pay band determines your base rate. A pay band covers one or more of the grade levels used under the GS system, allowing a wide range of pay within each band.

For example, Pay Band 2 of the Scientific and Engineering Career Group, Technician/Support pay schedule covers a base salary range with a minimum and maximum rate of \$31,290 to \$54,649. This range equates to the salary range held by employees occupying GS 7–10 positions under the GS system today. Employees occupying positions in Pay Band 2 can receive a base salary anywhere within the pay band.



### ***Performance Affects Pay***

Because NSPS is a performance-based system, your performance determines your pay.

On an annual basis, your organization receives funding that is set aside for performance payouts. Your performance payout can be in the form of a base salary increase, a bonus, or combination of the two. The decision on whether to award your performance payout as an increase to your current base salary or as a one-time bonus payout is made during the pay pool process.



Your new base salary plus your local market supplement equals new total pay.

Roll over the note for more information, then select the virtual employee for examples.



### ***Performance Affects Pay***

Because NSPS is a performance-driven organization, performance directly affects pay.

On an annual basis, a performance review is conducted that is set aside for the purpose of determining performance pay. Based on the review, a bonus or salary increase, a bonus, or a combination of the two is decided on whether to award a bonus or salary increase as an increase to the base salary or as a one-time bonus payment.



Jennifer's base salary is \$45,578. Because she received a rating of record of 3 (Valued Performer), she received a performance payout of \$1,500, \$1,000 of which is awarded as an increase to her base salary and \$500 as a one-time bonus. Her new base pay is \$46,578.

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### ***Pay Band Rate Range Adjustments***

Each pay band has a rate range (minimum and maximum pay for the band). At a minimum, rate ranges receive an annual review, but the Secretary of Defense can make adjustments at any time during the year. If the Secretary increases the minimum and/or maximum of a rate range, you will receive the percentage increase, provided:

- You have a level 2 (Fair) or higher performance rating.

AND

- You are not at the maximum of the pay band's new rate range.



Lawrence



Rebecca



William

Select each virtual employee to see an example.

### *Pay Band Rate Range Adjustments*

Each pay band has a minimum and maximum pay for the band. At an annual review, based on performance and adjustments at the discretion of the supervisor, the minimum increases the maximum. The maximum you will receive is the maximum of the band.

- You have a rating.

AND

- You are not in the minimum rate range.



Lawrence is an Environmental Protection Specialist, Occupational Code 0028, Pay Band 2. Under the same scenario as Rebecca and William, the Pay Band Rate Range for the Standard Career Group, Professional & Analytical Pay Schedule, Pay Band 2, is: Minimum = \$38,175 Maximum = \$85,578

Using Secretary of Defense Authority, only the minimum range is increased by 2%. The new Pay Band Rate Range becomes: Minimum = \$38,939 Maximum = \$85,578

His base pay before the increase was \$38,175; after the 2% increase of \$764 is applied to the minimum rate of the range, his base pay is \$38,939.

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Select each virtual employee to see an example.

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### *Pay Band Rate Range Adjustments*

Each pay band has a minimum and maximum pay for the band. At an annual review, based on performance adjustments at the discretion of the supervisor, the minimum increases the maximum. If the minimum increases the maximum, you will receive a 2% increase.

- You have a rating.

AND

- You are not at the maximum rate range.



William is an International Relations Specialist, Occupational Code 0131, Pay Band 2. Under the same scenario as Lawrence and Rebecca, the Pay Band Rate Range for the Standard Career Group, Professional & Analytical Pay Schedule, Pay Band 2, is: Minimum = \$38,175 Maximum = \$85,578

Using Secretary of Defense Authority, only the minimum range is increased by 2%. The new Pay Band Rate Range becomes: Minimum = \$38,939 Maximum = \$85,578

His base pay before the increase was \$85,578; after the 2% increase is applied to the minimum rate of the range, his base pay remains the same - \$85,578. William's base pay was already at the maximum rate of the rate therefore, he is not entitled to a 2% base pay increase.

[Close](#)




### *Pay Band Rate Range Adjustments*

Each pay band has a minimum and maximum pay for the band. At an annual review, based on performance adjustments at the discretion of the supervisor, you may increase the minimum rate. This increases the minimum you will receive.

- You have a rating.

AND

- You are not in the current rate range.



Rebecca is an Illustrator, Occupational Code 1020, Pay Band 2. Under the same scenario as Lawrence and William, the Pay Band Rate Range for the Standard Career Group, Professional & Analytical Pay Schedule, Pay Band 2, is: Minimum = \$38,175 Maximum = \$85,578

Using Secretary of Defense Authority, only the minimum range is increased by 2%. The new Pay Band Rate Range becomes: Minimum = \$38,939 Maximum = \$85,578

Her base pay before the increase was \$43,000; after the 2% increase of \$860 is applied to the minimum rate of the range, her base pay is \$43,860.

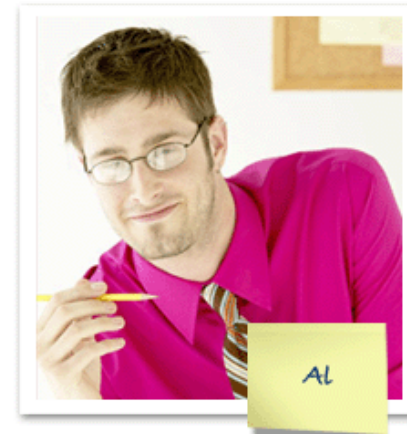
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### ***Local Market Supplement Adjustments***

On an annual basis, DoD reviews local market supplements. Initially, adjustments to it are the same as your locality pay salary rates under the GS system. In the future, DoD will make adjustments based on factors such as:

- Mission requirements
- Labor-market conditions
- Availability of funds
- Allowances and differentials such as those paid to employees overseas and in Alaska and Hawaii
- Similar pay adjustments set by other federal agencies

You are only eligible for LMS adjustments if your performance rating is higher than 1 (Unacceptable).



### ***Local Market Supplement Adjustments***

On an annual basis, DoD will review your locality pay supplements. In the future, DoD will make adjustments as:

- Mission requirements
- Labor-market conditions
- Availability of qualified employees
- Allowances for similar pay agencies



When AI is converted to NSPS, the amount of pay he receives from his locality pay will become his local market supplement. Currently, AI's locality pay is 17.5%. Under NSPS, his local market supplement will be 17.5%. Each year, DoD will review the local market supplements and make adjustments, as appropriate.

[Close](#)

You are only eligible for LMS adjustments if your performance rating is higher than 1 (Unacceptable).



## ***Safeguarding Fairness in the Pay-for-Performance Process***

You may have concerns regarding the fairness of the pay-for-performance system. NSPS provides several ways to ensure that the performance rating process and the resulting performance payout is equitable and fair to all employees.

- Supervisors and managers receive initial and ongoing training.
- Your supervisor works with you to develop performance expectations.
- Supervisors are accountable for rating you fairly.
- Supervisors are evaluated on how well they conduct their performance management responsibilities. Their effectiveness, like yours, is an important part of their performance rating and payout.
- Performance ratings are reviewed during the pay pool process by the pay pool manager to ensure consistency, accuracy, and fairness.





## ***Pay Setting***

When filling vacancies and determining appropriate pay ranges for a position, managers have more flexibility and responsibility. A number of factors are considered when determining the appropriate pay and pay range for a position. Think about what factors are considered when determining the pay amount within the pay range. Think about these factors then select the **Show Me** button.

[Show Me](#)

Select **Show Me** to see if your idea matches NSPS.

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### *Pay Setting*

When filling vacancies and determining appropriate pay ranges for a position, managers have more flexibility and responsibility. A number of factors are considered when determining the appropriate pay and pay range for a position. Think about what factors are considered when determining the pay amount within the pay range. Think about these factors then select the **Show Me** button.

<a href="#">Labor market considerations</a>	For example, software engineers in Silicon Valley are in high demand, thus DoD needs to offer higher pay to attract and retain them.
<a href="#">Special requirements of a particular position</a>	For example, fluency in a foreign language or state-of-the-art software programming.
<a href="#">Level of education or experience of the candidate</a>	For example, an engineer who was a Project Leader in private industry brings specialized expertise which may warrant a higher starting salary.
<a href="#">Scarcity of qualified applicants</a>	For example, critical needs exist for engineers within DoD. In order to recruit people into the DoD engineering field, the pay may be higher than other positions.
<a href="#">Program needs</a>	For example, you have a highly critical project with a short due date. To hire the right person to get the job done, the hiring manager may need to offer a higher starting salary.
<a href="#">Current salary of the candidate</a>	For example, no qualified candidates are currently making less than 90 percent of the top of the pay band. Therefore, a hiring manager has to offer a higher starting salary to be competitive.

### ***Pay for Promotions***

Under NSPS, a promotion is a temporary or permanent move to a position in a higher pay band. When you receive a promotion, your base pay increases by a minimum of 6 percent and, with management approval, may increase up to 20 percent.

Your base pay cannot be lower than the minimum or higher than the maximum of the pay band of the position to which you are promoted.

If your promotion is temporary, your base pay reverts to that of your permanent position upon your return, plus any increases you may have been eligible for while in the temporary promotion.



Select each virtual employee to see an example.

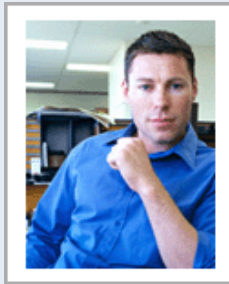

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### *Pay for Promotions*

Under NSPS, a person who moves to a position that is at least one pay band higher than the position to which you are currently assigned will receive a promotion. The minimum of 6 percent increase in base salary may increase upon promotion.

Your base pay must be at least 6 percent higher than the base pay of the position to which you are promoted.

If your promotion is to a position that is at least one pay band higher than the position to which you are currently assigned, any increases in your base salary for temporary promotions will be applied to the new position.



Matthew is currently a Safety Technician, 0019, pay band 1. He applied and was selected for promotion to a 0019 in pay band 2. Matthew's base salary must be set at least 6 percent higher than his current base salary upon promotion.

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Select each virtual employee to see an example.

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### *Pay for Promotions*

Under NSPS, a person who moves to a position that is at least one pay band higher than the position to which you are currently assigned will receive a promotion. The minimum of 6 percent pay increase up to the new pay band.

Your base pay cannot be higher than the maximum pay for the position to which you are promoted.

If your promotion is to a position that is at least one pay band higher than the position to which you are currently assigned, any increases you receive for temporary promotion will be applied to the new base pay.



Kelly is an Electronics Engineer, 0855, pay band 2. The full performance band of her position is band 3. She is being promoted to the full performance band. Based on the depth of her experience, her supervisor is setting her base salary 10 percent higher than her current base salary.

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## ***Pay Upon Reassignment***

Reassignments occur when you move to a different position within your pay band or to a position in a [comparable pay band](#) on a temporary or permanent basis.

There are four kinds of reassignments:

- [Employee-initiated](#)
- [Management-directed](#)
- Adverse actions
- RIF

The table describes the allowable increase for each type of reassignment.

Type of Reassignment	Allowable Increase
Employee-initiated	Increase up to 5 percent cumulative total in 12 months
Management-directed	Increase up to 5 percent (not capped at 5 percent cumulative total)
Adverse Action	Reduction up to 10 percent, once in 12 months
RIF	Not eligible for increase



### *Pay Upon Reassignment*

Reassignments occur when you move to a different position within your pay band or to a position in a [comparable pay band](#) on a temporary or permanent basis.

There are four kinds of

- [Employee-initiated](#)
- [Management-directed](#)
- Adverse actions
- RIF

#### Comparable pay band

Pay bands with the same level of work within and across varying pay schedules and career groups, regardless of the specific earning potential of the bands.

The table describes the allowable increase for each type of reassignment.

Type of Reassignment	Allowable Increase
Comparable pay band	Up to 5 percent total in 12 months
Adverse Action	Reduction up to 10 percent, once in 12 months
RIF	Not eligible for increase



### Pay Upon Reassignment

Reassignments occur when you move to a different position within your pay band or to a position in a [comparable pay band](#) on a temporary or permanent basis.

There are four kinds of

- [Employee-initiated](#)
- [Management-directed](#)
- Adverse actions
- RIF

#### Employee-initiated

Employee-initiated reassignments are made at the employee's request, normally by applying for an advertised vacant position. If you are hired into the new position, you may receive up to a cumulative 5 percent increase in a 12-month period, no matter how many times you voluntarily reassign that year.

The table describes the allowable increase for each type of reassignment.

Type of Reassignment	Allowable Increase
Employee-initiated	Up to 5 percent cumulative in 12 months
Management-directed	Up to 5 percent (not cumulative) in 12 months
Adverse actions	Up to 10 percent, once in 12 months
RIF	Not eligible for increase





### *Pay Upon Reassignment*

Reassignments occur when you move to a different position within your pay band or to a position in a [comparable pay band](#) on a temporary or permanent basis.

There are four kinds of

- [Employee-initiated](#)
- [Management-directed](#)
- Adverse actions
- RIF

#### Management-directed

Reassignments initiated or directed by management; normally does not require the employee to apply through an advertised vacancy announcement. Employees may receive a 5 percent base salary increase for each reassignment.

The table describes the allowable increase for each type of reassignment.

Type of Reassignment	Allowable Increase
Management-directed	Up to 5 percent total in 12 months
Adverse Action	Up to 5 percent (not percent cumulative)
RIF	Reduction up to 10 percent, once in 12 months
	Not eligible for increase



## ***Reduction in Pay Band***

A reduction in pay band occurs when an employee moves, voluntarily or involuntarily, to a position in a lower pay band.

When an employee voluntarily moves to a lower pay band, management may decrease or increase the employee's salary within the assigned pay band. Management has the discretion to increase the salary up to 5 percent of the employee's current salary (not to exceed the maximum of the rate range).

Within a 12-month period, an employee may receive a cumulative maximum of 5 percent in base salary increases for voluntary non-competitive actions.



## ***Moves to a Lower Band***

If you are moved to a lower band because of an adverse action (poor performance or misconduct), your base pay may be reduced by up to 10 percent only once during a 12-month period. If your pay is reduced, it cannot fall below the minimum rate of your new pay band. Adverse actions require advanced notice, right to respond, final decision, and formal appeal rights.

An employee reduced in band through RIF procedures or by placement in the DoD Priority Placement Program or on the Reemployment Priority List is not eligible for an increase to base pay (except to set the employee's base pay at the minimum rate of the new pay band).



## ***Pay Retention***

Pay retention allows you to retain your current salary rather than being held to the maximum rate of the band to which you are newly assigned. The most common reasons for being granted pay retention are RIF and reclassification. Under NSPS, pay retention applies for 2 years from the date of the action initiating pay retention.

Pay retention terminates:

- at the end of the 2-year period  
OR
- when the pay band rate range of your position includes the retained rate  
OR
- when you receive an assignment to a band where your pay does not exceed the maximum





## *Lesson Review*

In summary:

- Your adjusted salary is set by adding your Worldwide Base Rate and Local Market Supplement.
- Performance payouts can take the form of a bonus; are added to your Worldwide Base Rate when paid as a salary increase; or a combination of the two.
- NSPS uses a variety of checks and balances to ensure fairness in the pay-for-performance process.
- Promotions are moves, on a temporary or permanent basis, to a higher pay band.
- Reassignments are moves, on a temporary or permanent basis, to a different position within your pay band or to a position in a comparable pay band.
- A reduction in band occurs when you move, voluntarily or involuntarily, to a position in a lower pay band.
- Pay retention prevents a reduction in base pay when your former rate of base pay exceeds the maximum rate of your new pay band.

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## ***Internal Placement (Merit Promotion) - Introduction***

Under NSPS, your daily job tasks will likely not change. However, changes under NSPS provide you more flexibility to pursue opportunities and gain experience within and across career groups, pay schedules, and pay bands. In NSPS you can move more freely across a range of work without being bound by narrowly described work definitions and grade levels.

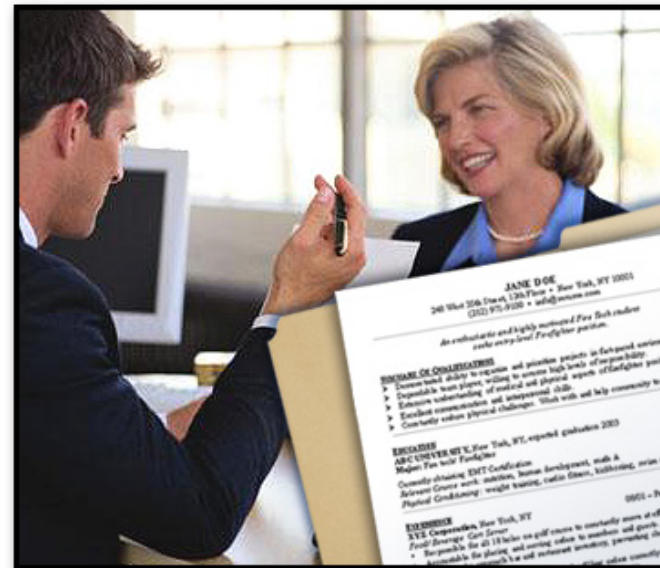
In this lesson, you learn about some of the changes to policies regarding internal placements under NSPS. This lesson addresses questions, such as:

- What are the qualification requirements for career advancement?
- How does NSPS affect probationary periods?
- How do I get a promotion under NSPS?
- How does NSPS change reassignment processes and procedures?
- How does NSPS affect temporary promotions and reassignments within DoD?
- How does NSPS ensure promotions and movement are handled fairly?

### *Qualifying for a Position*

Under NSPS you qualify for positions just like you did under the GS system. You must demonstrate that you have the knowledge, skills, abilities and/or competencies necessary to be successful in the new position. For now, DoD uses OPM qualification standards but has the authority to modify or develop new standards to meet the Department's mission.

NSPS offers more flexibility in moving to other positions because of the grouping of occupations in career groups, pay schedules, and pay bands. You are no longer bound by narrow work definitions tied to discrete grade levels.

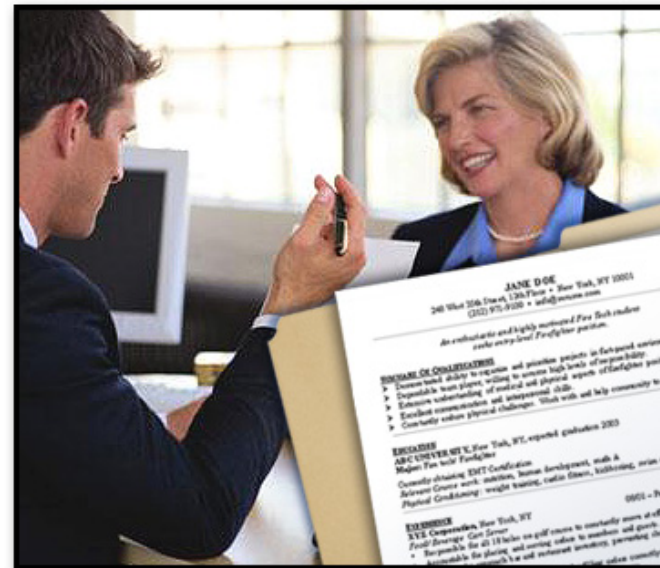


### *Qualifying for a Position (continued)*

Because there are no grades, NSPS eliminates the time-in-grade restrictions. But do not forget, you must meet the experience requirements for a specific position.

Under NSPS, formal documentation of a detail is no longer required unless the assignment crosses Component or Agency lines. However, this experience still counts when qualifying for positions.

Since you no longer receive an SF-50, document your detail on your resume.

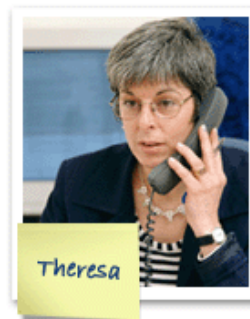
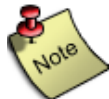




### ***Promotions***

Merit principles still apply under NSPS. However, instead of competing for positions at every grade level, you only compete for positions within a higher pay band. You need one year of specialized experience at the next lower pay band or equivalent experience, and of course, you must meet the skill/competency requirements for the position.

Three common exceptions to competition are: (1) career ladder promotions where you already competed for the higher band; (2) additional duties and responsibilities that result in classification at a higher band; and (3) temporary promotions of 180 days or less. (Note: This is a change from 120 days under the GS system.)

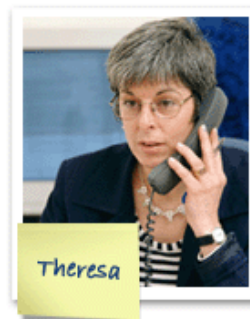


### *Promotions*

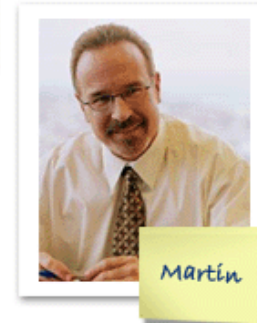
Merit principles still apply under NSPS. However, instead of competing for positions at every grade level, you only compete for positions within a higher pay band. You need one year of specialized experience at the next lower pay band or equivalent experience, and of course, you must meet the skill/competency requirements for the position.

Three common exceptions to competition are: (1) career ladder promotions where you already competed for the higher band; (2) additional duties and responsibilities that result in classification at a higher band; and (3) temporary promotions. This is a change.

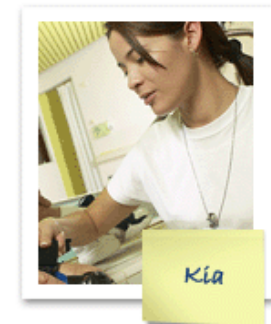
For more information about pay setting upon promotion see the "Compensation" lesson.



Theresa



Martin

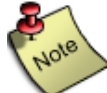


Kia

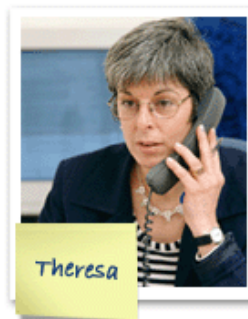
### *Promotions*

Merit principles still apply under NSPS. However, instead of competing for positions at every grade level, you only compete for positions within a higher pay band. You need one year of specialized experience at the next lower pay band or equivalent experience, and of course, you must meet the skill/competency requirements for the position.

Three common exceptions to competition are: (1) career ladder promotions where you already competed for the higher band; (2) additional duties and responsibilities that result in classification at a higher band; and (3) temporary promotions. Merit system principles promoting fairness in promotions are still enforced under NSPS.



Merit system principles promoting fairness in promotions are still enforced under NSPS.



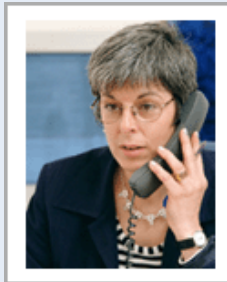




### Promotions

Merit principles of competing for positions. To compete for positions, you need one year of experience in a lower pay band than the position you must meet for the position.

Three common promotion methods: (1) ladder promotion to a higher band; (2) lateral promotion to a higher band; that result in classification change; and (3) temporary promotion to a change from one position to another.



Theresa is an Electronics Engineer, 0855. Her position is classified within the Scientific and Engineering Career Group, Professional Pay Schedule, Pay Band 2. She would like to be considered for a Program Manager position classified into the Standard Career Group, Professional Pay Schedule, Pay Band 3. Because this position is in a higher pay band, Theresa must apply through Merit Promotion procedures. If selected, Theresa will be eligible for a minimum 6 percent base salary increase.

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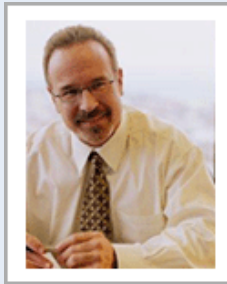


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### Promotions

Merit principles of competing for competing for compete for pos need one year of lower pay band you must meet position.

Three common ladder promotion higher band; (2) that result in cla temporary prom a change from



Martin is a Budget Technician, 0561. His position is classified within the Standard Career Group, Technician/Support Pay Schedule, Pay Band 2. He would like to be considered for a Budget Analyst position that is classified in the Standard Career Group, Professional/Analytical Pay Schedule, Pay Band 2. Because work in a Professional/Analytical Pay Schedule is always considered a higher level of work than work classified to a Technician/Support Pay Schedule, he must apply through Merit Promotion procedures. If selected, Martin is eligible for a minimum 6 percent base salary increase.

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Kia


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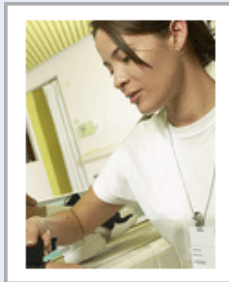
Roll over the note for more information, then select each virtual employee to see an example.

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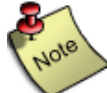
### *Promotions*

Merit principles of competing for positions. To compete for positions in a higher pay band, you need one year of experience in the lower pay band. To compete for positions in a higher pay band, you must meet the requirements for the position.

Three common promotion methods are: (1) ladder promotion, (2) lateral promotion, and (3) temporary promotion. Ladder promotion results in a change from one pay band to a higher band; (2) lateral promotion results in a change from one position to another position at the same pay band; (3) temporary promotion results in a change from one position to another position at the same pay band for a limited period of time.



Kia is a Physical Therapist, 0633. She is in a developmental position classified within the Medical Career Group, Professional pay schedule, Pay Band 1 with a full performance level of Pay Band 2. Upon completing all experience and developmental training requirements, Kia may be noncompetitively promoted to Pay Band 2.

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### ***Pay Increases in Promotions***

When you are promoted, your pay increases by a minimum of 6 percent, and up to 20 percent with management approval, unless the increase puts you above the maximum rate of your new pay band.



Additional information about pay is covered in the "Compensation" lesson.





## ***Alternate Forms of Competition***

Under NSPS, there are alternate forms of competition that do not require vacancy announcements. The purpose of these alternate forms of competition is to reduce or eliminate paperwork while filling the position with a highly qualified candidate in a timely manner. The process of selecting candidates under these forms of competition recognizes and considers your performance. Your Component will notify you of the specific processes and details of filling positions through alternative forms of competition. Look for information through newsletters, bulletin boards, websites, or other methods of communication.

There are three main alternate forms of competition:

- [Exceptional Performance Promotion](#)
- [Alternate Certification](#)
- [Assessment Boards](#)



### *Alternate Forms of Competition*

Under NSPS, there are alternate forms of competition that do not require vacancy announcements. The purpose of these alternate forms of competition is to reduce or eliminate paperwork while filling the position with a highly qualified candidate in a timely manner. The process of selecting candidates under these forms of competition recognizes and considers various methods of filling positions through websites, or other methods.

There are three main alternate forms of competition:

- [Exceptional Performance Promotion](#)
- [Alternate Certification](#)
- [Assessment Board](#)

#### Exceptional Performance Promotion

If you receive the highest performance rating during the most recent performance appraisal period, your manager may select you for promotion. You will be considered along with other employees who also received the same rating. Your promotion must be to a similar position in a higher pay band. Under this process, you do not have to submit an application.

### *Alternate Forms of Competition*

Under NSPS, there are alternate forms of competition that do not require vacancy announcements. The purpose of these alternate forms of competition is to identify and select the most qualified candidate in a position. Managers can recognize and consider highly qualified employees for promotion through various methods, including filling positions through internal promotion, websites, or other methods.

There are three main alternate forms of competition:

- [Exceptional Performance](#)
- [Alternate Certification](#)
- [Assessment Board](#)

#### Alternate Certification

If a manager is aware of a highly qualified employee who meets the specialized requirements for a position, a by-name request can be submitted to HR and, if HR finds that the employee is in the highest quality group based on the rating factors established for the position, the employee can be selected. No vacancy announcement is required.

For example, a manager needs to fill a pay band 2 attorney position requiring knowledge of contract law related to Federal procurement and is aware of a person with substantial experience in this area. The manager can make a by-name request. If HR determines that the employee is within the highest quality group, the employee can be selected. No vacancy announcement is required.



## *Alternate Forms of Competition*

Under NSPS, there are alternate forms of competition that do not require vacancy announcements. The purpose of these alternate forms of competition is to reduce or eliminate paperwork while filling the position with a highly qualified candidate in a timely manner. The process of selecting candidates under these forms of competition recognizes and considers various methods of filling positions through websites, or other methods.

There are three main alternate forms of competition:

- [Exceptional Performance](#)
- [Alternate Certification](#)
- [Assessment Board](#)

### Assessment Boards

Your Component may establish boards that meet to evaluate and recommend employees for vacant positions. Qualified candidates are ranked by occupational groups and placed on a referral list established by the Assessment Board. If your name is on the referral list, a manager can select you for a promotion without advertising the vacancy.



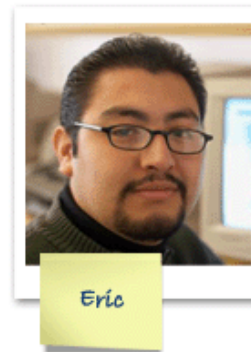
### ***Reassignments***

A reassignment occurs when you move to a different position within your pay band or to a position in a comparable pay band on a temporary or permanent basis. Previously, you were restricted by grade structure and narrow work descriptions. Now, if the work is at a comparable level, you can move without competition to another position.

Because pay schedules and pay bands encompass many occupations, you have more opportunities for career growth and development. Further, reassignments may involve a pay increase.



For more information about pay setting upon promotion see the "Compensation" lesson.



Eric



Darren





### ***Reassignments***

A reassignment is a move from one position within your current career group to a comparable position within the same career group on a comparable pay schedule and narrow work series basis. Previously, a reassignment was a move from one position to another position within the same career group on a comparable pay schedule and narrow work series basis.

Because pay schedules are based on occupations, your reassignment may involve a pay increase or decrease.



Eric is a Contract Specialist, 1102. His position is classified within the Standard Career Group, Professional/Analytical Pay Schedule, Pay Band 2. His supervisor is reassigning him to a Management and Program Analyst, 0343, position that is classified into the Standard Career Group, Professional/Analytical Pay Schedule, Pay Band 2. This is a reassignment because Eric is moving within the same Career Group, Pay Schedule, and Pay Band.

[Close](#)

[Menu](#)[Resources](#)[Glossary](#)[Merit Promotion](#) > [Reassignments](#)[Exit](#) X

### ***Reassignments***

A reassignment is a change in position within your current occupation to a position with a comparable pay grade and narrow work responsibilities. Previously, you were in a position with a comparable level of work in another position.

Because pay schedules are based on occupations, your growth and development may involve a pay increase.



Darren is a Supervisory Criminal Investigator, 1811. His position is classified within the Investigative and Protective Services Career Group, Supervisor/Manager Pay Schedule, Pay Band 2. His supervisor is moving him to a Supervisory Management Analyst position that is classified in the Standard Career Group, Supervisor/Manager Pay Schedule, Pay Band 2. This is a reassignment because he is moving to a position of comparable level of work.

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Select **Next** to continue.

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### *Temporary Movement*

Under NSPS, an employee may be temporarily promoted, temporarily reassigned, or detailed to another position.

#### Temporary promotion

[➔ NSPS](#) [What's Changed?](#)

#### Temporary reassignments

[➔ NSPS](#) [What's Changed?](#)

#### Detail

[➔ NSPS](#) [What's Changed?](#)

#### Temporary promotion—What's Changed?

 X

You can be assigned to a temporary promotion for 180 days or less without competition. Under GS, it was 120 days.

If you are competitively selected for a temporary promotion, you may be assigned up to 5 years.



### *Temporary Movement*

Under NSPS, an employee may be temporarily promoted, temporarily reassigned, or detailed to another position.

#### Temporary promotion

[➔ NSPS](#) [What's Changed?](#)

#### Temporary reassignments

[➔ NSPS](#) [What's Changed?](#)

#### Detail

[➔ NSPS](#) [What's Changed?](#)

#### Temporary reassignments—What's Changed? X

You may receive a pay increase during the time you are temporarily reassigned. There is no time limit on temporary reassignments.





### *Temporary Movement*

Under NSPS, an employee may be temporarily promoted, temporarily reassigned, or detailed to another position.

#### Temporary promotion

[➔ NSPS](#) [What's Changed?](#)

#### Temporary reassignments

[➔ NSPS](#) [What's Changed?](#)

#### Detail

[➔ NSPS](#) [What's Changed?](#)

#### Detail—What's Changed?

 X

For details to a position within your component, an SF-50 is no longer required.



### ***Fairness in Opportunity***

All employees, including managers and supervisors, are required to follow merit system principles. To ensure that competitive procedures are applied equitably and fairly to employees:

- Supervisors and managers receive initial and ongoing training on the correct processes, procedures, and policies.
- Supervisors are evaluated and held accountable for how well they follow the correct processes, procedures, and policies. Their effectiveness, like yours, is an important part of their performance rating and payout.





## ***Probationary Periods***

NSPS retains the requirement for a one-year probationary period for all employees new to the competitive service. However, DoD now has the option of establishing probationary periods of up to three years for selected occupations.

If you have completed your initial or supervisory probationary period, you are not required to serve another probationary period when you convert to NSPS. Upon conversion, if you are currently serving an initial or supervisory probationary period, you continue your probationary period after you convert into NSPS. You do not have to start over.

This provision applies only to NSPS conversion actions. Voluntary movement into NSPS positions outside of the conversion process requires completion of the full NSPS probationary period (i.e., partial time served is not creditable).



## *Career Appointments*

Unlike the GS system, career-conditional appointments no longer exist under NSPS. All competitive and excepted (e.g., Veteran's Recruitment Authority (VRA) appointees, Student Career Employment Program appointees, etc.) service employees holding either career or career-conditional appointments become career employees upon conversion to NSPS.

As a career employee under NSPS, you have lifetime reinstatement eligibility for positions within NSPS. This means that no matter how many years have passed after leaving an NSPS position, you retain your right of reinstatement eligibility to an NSPS position.

Your career status under NSPS may or may not exist in other Federal agencies.







## *Lesson Review*

In summary:

- Because pay schedules and pay bands encompass many occupations, you have more opportunities for career growth and development.
- Merit principles and prohibited personnel practices apply under NSPS, and managers are accountable for ensuring fair processes.
- NSPS simplifies the process for promotion.
- NSPS allows employees to serve in a noncompetitive temporary promotion for up to 180 days instead of 120 days currently allowed under the GS system.
- Upon their initial appointment, employees serve a one-year probationary period. NSPS provides authority to extend the initial probationary period for up to 3 years for selected occupations.
- NSPS eliminates the career-conditional appointing authority and instead immediately appoints individuals to career appointments.



## ***Workforce Shaping - Introduction***

In fulfilling our national security mission, the Department continually must adapt the force structure to meet changing requirements and conditions. NSPS provides the tools to properly align the civilian workforce to meet mission, goals, and objectives in today's changing environment. If you have been involved in a realignment or reduction in force (RIF), you know how disruptive these changes can be. NSPS simplifies the processes, minimizes the disruption to employees, and protects Veterans' Preference.

This lesson addresses many of the questions you may have about workforce shaping under NSPS, such as:

- What is workforce shaping?
- How is RIF changing under NSPS?
- How are retention factors determined?
- How do employees compete for positions?
- How does workforce shaping affect pay?



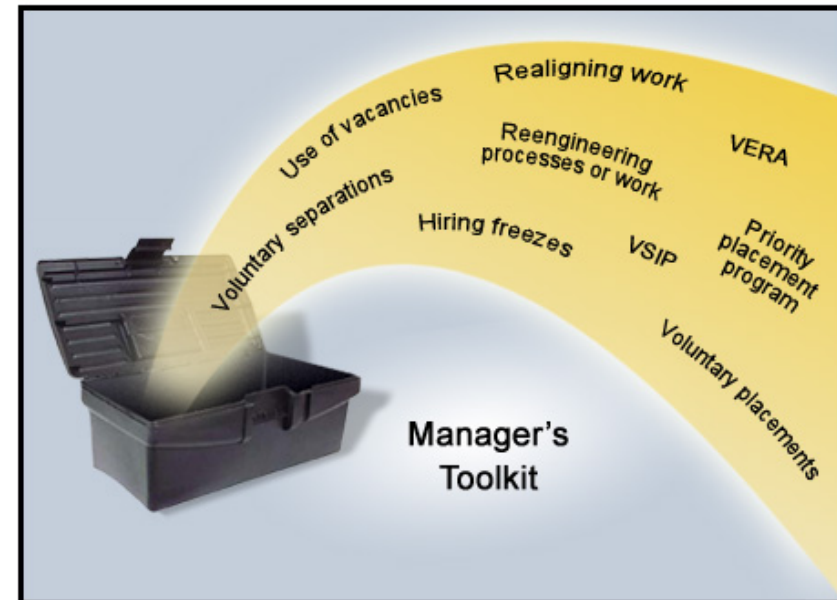
## ***What Is Workforce Shaping?***

Workforce shaping is the variety of actions that DoD managers can take as they retool and refocus the workforce. Workforce shaping is a continuous process that often times can be accomplished without any undue disruption to mission or workforce. Typically, when workforce shaping is needed, management uses a variety of tools to accomplish any needed reductions and realignments without resorting to reduction in force (RIF).

### *Actions to Minimize or Eliminate the Need for RIF*

Examples of actions managers can take to minimize RIF disruption include:

- Voluntary Early Retirement Authority (VERA)
- Voluntary Separation Incentive Pay (VSIP)
- Hiring freezes
- Voluntary placements
- Voluntary separations
- Use of vacancies
- Realigning work
- Reengineering processes or work
- Retraining
- Registration in Priority Placement Program





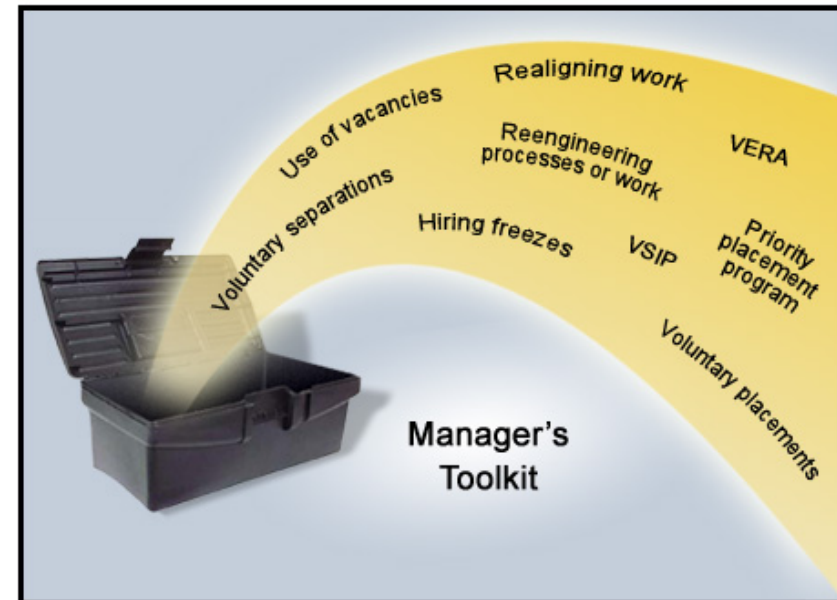
### *Actions to Minimize or Eliminate the Need for RIF*

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- Realigning work
- Reengineering processes or work
- Retraining
- Retention Bonus



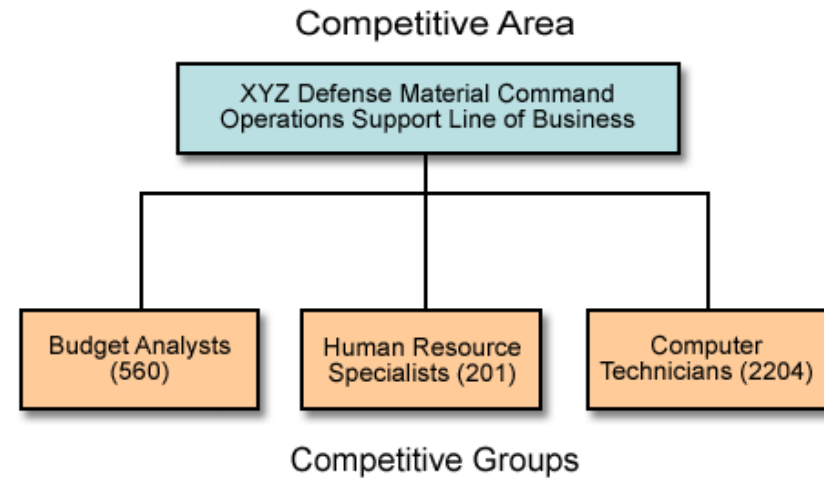
RIF is always a last resort. When workforce shaping cannot accomplish needed reductions, NSPS RIF rules are designed to minimize disruption.



### ***How RIF Changes Under NSPS***

The NSPS RIF rules are designed to minimize the disruption caused by RIF placement actions by focusing attention on where organization changes need to take place.

The new procedures use competitive areas and competitive groups to define the boundaries within which employees compete for retention during a RIF. The graphic illustrates the concept of competitive areas and competitive groups.





## ***Retention Factors***

Retention factors affect your ability to displace or be displaced by someone during a RIF. Employees are placed in positions in the order of their retention standing with the employee with the highest standing being placed first.

When a RIF occurs, all employees within a competitive group are placed on a retention list. In NSPS, retention standing is based on the following factors, listed in priority order:

1. [Tenure](#)
2. [Veterans' preference](#)
3. [Performance credit](#)
4. [Length of service](#)

### ***Retention Factors***

Retention factors affect positions in the order of

When a RIF occurs, all standing is based on the

1. [Tenure](#)
2. [Veterans' preference](#)
3. [Performance credit](#)
4. [Length of service](#)

#### **Tenure**

Tenure groups I and III compete in a RIF. Tenure Group 0 employees do not. There is no Tenure Group II under NSPS.

##### Tenure Group I:

- Career permanent employees are listed first.
- Career permanent employees who have not completed their initial appointment probationary period are listed next.

##### Tenure Group III:

- Term employees, and those serving on an indefinite appointment

##### Tenure Group 0:

- Temporary employees – do not compete in a RIF

Employees are placed in the order of standing placed first.

Under NSPS, retention





## ***Retention Factors***

Retention factors affect your ability to displace or be displaced by someone during a RIF. Employees are placed in positions in the order of their retention standing with the employee with the highest standing being placed first.

When a RIF occurs, all standing is based on the

### **Veterans' preference**

Employees are listed by Veterans' preference subgroup in descending order:

1. [Tenure](#)
2. [Veterans' preference](#)
3. [Performance credit](#)
4. [Length of service](#)

- Veterans with a compensable, service connected disability of 30 percent or more are listed first.
- Other Veterans with preference eligibility for RIF are listed next.
- Employees with no Veterans' preference eligibility for RIF are listed last.

SPS, retention



### ***Retention Factors***

Retention factors affect your ability to displace or be displaced by someone during a RIF. Employees are placed in positions in the order of their retention standing with the employee with the highest standing being placed first.

When a RIF occurs, all standing is based on the

#### **Performance credit**

Employees are listed in descending order based on their performance score which is the average of the employee's three most recent official performance ratings of record received during the last four year period prior to the established cut-off date.

SPS, retention

1. [Tenure](#)
2. [Veterans' preference](#)
3. [Performance credit](#)
4. [Length of service](#)

### ***Retention Factors***

Retention factors affect your ability to displace or be displaced by someone during a RIF. Employees are placed in positions in the order of their retention standing with the employee with the highest standing being placed first.

When a RIF occurs, all standing is based on the

#### **Length of service**

Employees listed in descending order according to their RIF service computation date.

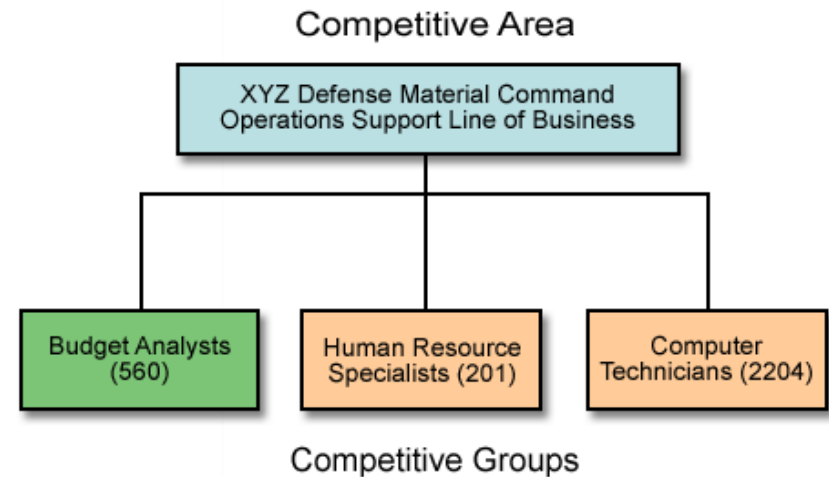
SPS, retention

1. [Tenure](#)
2. [Veterans' preference](#)
3. [Performance credit](#)
4. [Length of service](#)

### *Displacement*

Displacement is the movement of one employee into the position of another employee with a lower RIF retention standing. Under NSPS, the "bump and retreat" process under the GS system is replaced by a single round of competition.

Select the Budget Analysts competitive group to see an example of a retention list. You can see that performance makes a difference. Just as performance can affect your pay and bonuses, it can also affect your retention standing during a RIF. Within each tenure group, and consistent with Veterans' preference, the employee with the highest performance score is placed ahead of those with lower scores.





### Displacement

Displacement is the movement of one employee into the position of another employee with a lower RIF retention standing. Under NSPS, the "bump and retreat" process under the GS system is replaced by a single round of competition.

Select the Budget Analysts competitive group to see an example of a retention list. You can see that performance makes a difference. Just as performance can affect your pay and bonuses, it can also affect your retention standing during a RIF. Within each tenure group, and consistent with Veterans' preference, the employee with the highest performance score is placed ahead of those with lower scores.

Retention List Competitive Group Budget Analysts (560) Pay Band 2				
	Tenure	Veterans' Preference	Performance Rating Level	Service Credit
Alice	I	30% (AD)	4	1/10/1996
Joanne	I	5pt. (A)	4	5/6/1998
Max	I	5pt. (A)	3	12/1/1997
Byron	I	Non-Vet (B)	4	1/6/1996
Tom	I	Non-Vet (B)	3	4/15/1990
Toni	I	Non-Vet (B)	3	2/3/2002
Mark	(probation)	5pt. (A)	3	8/5/2000
Kim	(probation)	Non-Vet (B)	5	2/5/2005
Terri	III	5pt. (A)	4	4/4/2000
Larry	III	Non-Vet (B)	3	3/6/2004



## ***Displacement Rules***

To displace another employee, you must meet all of the following requirements:

- Have a higher retention standing
- Be fully qualified for the position
- Be in the same competitive group

In addition, the position offered must be no more than one pay band level or equivalent below your pay band.



## ***If You Are Affected by RIF***

DoD will make every effort to mitigate the adverse effects of a RIF. Workforce shaping measures used to assist you will continue, such as [pay retention](#) and continuing registration in the Priority Placement Program (PPP).

If you are reduced in band through a RIF, and your base salary exceeds the maximum salary range of the lower pay band, you are eligible for pay retention for up to 2 years. Because NSPS does not use GS grades, there is no grade retention in the RIF process.



## ***If You Are Affected by RIF***

DoD will make every effort to mitigate the adverse effects of a RIF. Workforce shaping measures used to assist you will continue, such as [pay retention](#) and continuing registration in the Priority Placement Program (PPP).

If you are reduced in band through a RIF, and your base salary exceeds the maximum salary range of the lower pay band, you are eligible for pay retention in the RIF process.

### **Pay retention**

The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the pay band for the position occupied.





## *Lesson Review*

In summary:

- Workforce shaping is the process DoD uses to realign, reorganize, and reshape the workforce to meet national security requirements. Reduction in force is one of a number of actions that DoD can use to shape the workforce.
- Under NSPS, RIFs are a simpler and less disruptive process.
- Retention factors (tenure, Veterans' Preference, performance, and length of service) determine your retention standing during a RIF.
- Performance credit ranks above length of service (creditable Federal service) in NSPS RIF procedures.
- Displacement is the movement of one employee into the position of another employee with a lower RIF retention standing.
- If you are reduced in band through a RIF, and your base salary exceeds the maximum salary range of the lower pay band, you are eligible for pay retention for up to 2 years.

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## ***Self-Assessment - Introduction***

**Check your NSPS knowledge!** Take a few minutes to confirm what you have learned.

For each statement that follows, indicate whether it is true or false. You will receive immediate feedback on your answer.

Select **Next** to continue.

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### Question 1 of 16

There are four NSPS career groups.

☒

True

☐

False

[Submit](#)

#### Correct

That's correct. The four career groups are:

- (1) Standard Career Group,
- (2) Scientific and Engineering Career Group,
- (3) Medical Career Group, and
- (4) Investigative and Protective Career Group.

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### Question 2 of 16

Everyone who converts into NSPS will receive a WGI buy-in.

☐ True☒ False[Submit](#)

#### Correct

That's correct. Employees who have an acceptable performance rating and are at a step 9 or below when it is time to convert will receive a WGI buy-in.

Select **Next** to continue.

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## *Question 3 of 16*

**Every Career Group has at least three pay schedules.**

- ☐ True
- ☐ False



Select the correct answer, then select **Submit**.

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### Question 3 of

#### Every Career Gro

**Correct**

True



False

[Submit](#)

That's correct. The career groups have either three or four pay schedules:

The Standard Career Group has four pay schedules: (1) Professional/Analytical; (2) Technician/Support; (3) Supervisor/Manager; and (4) Student

The Scientific and Engineering Career Group has three pay schedules: (1) Professional; (2) Technician/Support; and (3) Supervisor/Manager

The Medical Career Group has four pay schedules: (1) Physician/Dentist; (2) Professional; (3) Technician/Support; and (4) Supervisor/Manager

The Investigative and Protective Services Career Group has four pay schedules: (1) Investigative; (2) Fire Protection; (3) Police/Security Guard; and (4) Supervisor/Manager

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### Question 4 of 16

When my position is converted into NSPS, I will be placed into more than one pay band.

☐ True

✓ ☒ False

[Submit](#)

#### Correct

That's correct. Each position is placed into one pay band based on the GS grade of position. A pay band combines a range of work into a discrete level. For each pay band, there is a pay range with a minimum and maximum pay rate.

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### Question 5 of 16

Under NSPS, my total pay is comprised of my base salary and local market supplement (LMS).

- ✓ ☒ True  
☐ False

[Submit](#)

#### Correct

That's correct. Under NSPS, your total pay is comprised of your base salary and local market supplement (LMS). Initially, the LMS is the same as locality pay or special supplement rates under the GS system. Over time, DoD will determine LMS adjustments based on a variety of market conditions.

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### Question 6 of 16

Under NSPS, my performance is evaluated based on what I do and how I do it.

- ✓ ☒ True  
☐ False

[Submit](#)

#### Correct

That's correct. Under NSPS, mission-focused and results-oriented job objectives form the basis of your performance plan. In addition, contributing factors such as teamwork and communications, are identified and considered when developing your performance plan.

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### Question 7 of 16

If I receive a rating of record of 2 (Fair), I am eligible for a performance-based pay increase.

☐ True☒ False**Correct** X

That's correct. You must receive a rating of record of 3 (Valued Performer) or higher to receive a performance-based pay increase.

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### Question 8 of 16

If I receive a rating of record of 2 (Fair), I am eligible for a base salary increase and local market supplement adjustment if given.

☒ True☐ False[Submit](#)**Correct** X

That's correct. If you receive a rating of record of 2 (Fair), you are eligible for a base salary increase and local market supplement adjustment if given.

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### Question 9 of 16

A performance payout is only made in the form of a one-time bonus.

☐ True☒ False**Correct** X

That's correct. A performance payout is comprised of a base salary increase, a one-time bonus, or a combination of both.

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### Question 10 of 16

**If I am a career conditional employee, when my position converts into NSPS, I will remain a career conditional employee.**

☐ True

✓ ☒ False

[Submit](#)

#### Correct

That's correct. There are no career conditional employees under NSPS. As a career conditional employee, when your position is converted into NSPS, you will become a career employee.

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### Question 11 of 16

When I receive a promotion, I stay in my same pay band.

☐ True

✓ ☒ False

[Submit](#)**Correct** X

That's correct. When you receive a promotion, you move to a higher pay band and/or pay schedule that includes higher-level work.

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## Question 12 of 16

If I am promoted, I will receive at least a 6 percent increase to my base salary.

☒ True☐ False[Submit](#)

### Correct

That's correct. If you are promoted, you will receive at least a 6 percent increase to your base salary. An authorized management official may offer you up to 20 percent.

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### Question 13 of 16

Under NSPS, I have the opportunity to take on different types of work without having to always apply for new positions.

- ✓ ☒ True  
☐ False

[Submit](#)

#### Correct

That's correct. NSPS offers more flexibility in moving to other positions because of the grouping of occupations in career groups, pay schedules, and pay bands. You are no longer bound by narrow work definitions tied to discrete grade levels.

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### Question 14 of 16

**When your position is converted into NSPS, you are required to serve another initial probationary period.**

☐ True

✓ ☒ False

[Submit](#)

#### Correct

That's correct. If you have completed your initial or supervisory probationary period, you are not required to serve another probationary period when you convert to NSPS. Upon conversion, if you are currently serving an initial or supervisory probationary period, you continue your probationary period after you convert into NSPS. You do not have to start over.

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### Question 15 of 16

Under NSPS, your retention standing is solely based on tenure.

☐ True☒ False

#### Correct

That's correct. Under NSPS, retention standing is based on the following factors, listed in priority order:

1. Tenure
2. Veterans' Preference
3. Performance Credit
4. Length of Service

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## Question 16 of 16

If you are reduced in a pay band through RIF, you may be eligible for pay retention.

-  ☒ True  
☐ False

[Submit](#)

### Correct

That's correct. If you are reduced in pay band through a RIF, and your base salary exceeds the maximum rate of the lower pay band, you are eligible for pay retention for up to two years.

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## *Conclusion*

If you would like to have a printed version of the questions and the correct answers, [open a PDF version of this Self-Assessment](#) and select File>Print.

Don't forget to complete the [Course Evaluation](#).





## NATIONAL SECURITY PERSONNEL SYSTEM

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### *Course Evaluation*

We hope that you found NSPS 101 informative and made you more comfortable about NSPS. Please take a few minutes to complete the course evaluation. The feedback you provide will help us improve the course.

Thank you for your participation in NSPS 101.

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## *Course Evaluation*

Question 1 of 15

**NSPS 101 has prepared me to understand how the conversion process works.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 2 of 15

**NSPS 101 helped me to understand the basic elements of the Performance Management system.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 3 of 15

**NSPS 101 has equipped me to understand how I will be compensated under NSPS.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

[< Previous](#)[Continue >](#)

Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 4 of 15

**NSPS 101 has helped me understand how I can be promoted under NSPS.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 5 of 15

**NSPS 101 has helped me understand how reassignments work under NSPS.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

[< Previous](#)[Continue >](#)

Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 6 of 15

**NSPS 101 has prepared me to understand what workforce shaping is under NSPS.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 7 of 15

**NSPS 101 has prepared me to understand the basics of RIF under NSPS.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 8 of 15

**The information covered was valuable and relevant to my job.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 9 of 15

**The information covered was at the appropriate level.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 10 of 15

**The use of virtual employees to explain what NSPS means was helpful.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 11 of 15

**NSPS 101 kept my attention.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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## *Course Evaluation*

Question 12 of 15

**NSPS 101 clearly presented the information.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 13 of 15

**NSPS 101 accurately presented the information.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 14 of 15

**I will use what I have learned on my job.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 15 of 15

**Overall, NSPS 101 met my expectations.**

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree
- ☐ Not Applicable

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Select your level of agreement, then select **Continue**.

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## *Course Evaluation*

Question 1 of 2

**Please select the NSPS-related training courses you have taken (select all that apply).**

- ☐ HR Elements for HR Practitioners
- ☐ HR Elements for Managers/Supervisors/Employees
- ☐ Performance Management for Managers/Supervisors
- ☐ Performance Management for Employees

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Select your answer. Then select **Continue**.

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## *Course Evaluation*

Question 2 of 2

**When is your organization scheduled to convert to NSPS?**

- ☐ Spiral 1.1
- ☐ Spiral 1.2
- ☐ Spiral 1.3
- ☐ Later than Spiral 1
- ☐ I do not know

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Select your answer. Then select **Continue**.

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## *Course Evaluation*

We encourage you to provide us with comments. While not required, your input and ideas are valuable, and we will use them to make improvements to our materials. Please enter your comments below.

Comment 1 of 6

### **Conversion to NSPS Comments**

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Enter your comments. Then select **Continue**.

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## *Course Evaluation*

We encourage you to provide us with comments. While not required, your input and ideas are valuable, and we will use them to make improvements to our materials. Please enter your comments below.

Comment 2 of 6

### **Performance Management Comments**

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Enter your comments. Then select **Continue**.

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## *Course Evaluation*

We encourage you to provide us with comments. While not required, your input and ideas are valuable, and we will use them to make improvements to our materials. Please enter your comments below.

Comment 3 of 6

### **Compensation Comments**

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Enter your comments. Then select **Continue**.

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## *Course Evaluation*

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Comment 4 of 6

### **Merit Promotion Comments**

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Enter your comments. Then select **Continue**.

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## *Course Evaluation*

We encourage you to provide us with comments. While not required, your input and ideas are valuable, and we will use them to make improvements to our materials. Please enter your comments below.

Comment 5 of 6

### **Workforce Shaping Comments**

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Enter your comments. Then select **Continue**.

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## *Course Evaluation*

We encourage you to provide us with comments. While not required, your input and ideas are valuable, and we will use them to make improvements to our materials. Please enter your comments below.

Comment 6 of 6

### **General Comments**

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Enter your comments. Then select **Continue**.

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## ***Course Evaluation***

In case we determine that it would be helpful to us to talk to you, we would like to have your contact information. This will allow us discuss your comments, if needed, and obtain further feedback on how to improve the course.

Name: (optional)

Email: (optional)

Phone: (optional)

Select **Next** to continue.

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[Menu](#)[Resources](#)[Glossary](#)[Course Evaluation and Certificate](#) > [Course Evaluation](#)[Exit](#) 

## ***Course Evaluation***

To submit by mail or fax, select the **Print** button to print your course evaluation and mail it to:

**NSPS Program Executive Office  
Training Department**

1401 Wilson Boulevard, 8th floor  
Arlington, VA 22209  
or fax to 703.696.7853

[Print](#)

If you have an active internet connection, you can submit your evaluation via the web by selecting the **Submit Online** button below.

[Submit Online](#)

Follow the directions to submit your evaluation, then select **Next** to continue.

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### Course Certificate

Congratulations on completing NSPS 101. Select the button to complete your certificate. Please retain a copy for your records. Contact your NSPS program office for further information.



Select **Open Course Certificate** to complete certificate.

# National Security Personnel System



## Certificate of Completion

*NSPS 101*

Awarded to

A handwritten signature in black ink, appearing to read "Shirley Scott".

**Shirley Scott,**  
NSPS, Director of Human Resources



A handwritten signature in black ink, appearing to read "Mary E. Lacey".

**Mary E. Lacey,**  
Program Executive Officer



# **NSPS 101**

## **Glossary**

## **A**

### **Accelerated Compensation for Developmental Positions (ACDP)**

An increase to employee base salary, bonus or a combination of these that may be provided to employees participating in Component-training programs or in other developmental capacities as determined by Component policy. The ACDP is awarded to recognize growth and development in the acquisition of job-related competencies combined with successful performance of job objectives.

### **ACDP**

*See Accelerated Compensation for Developmental Positions.*

### **Adjusted Salary**

An employee's base salary plus any local market supplement paid to that employee.

### **ADR**

Alternative Dispute Resolution.

### **Appraisal**

The review and evaluation of an employee's performance.

### **Appraisal Period**

The period of time established under a performance management system for reviewing employee performance.

---

## **B**

### **Band or pay band**

A work level and associated pay range within a pay schedule.

### **Band rate range**

The range of rates of basic salary (excluding any local market supplements) applicable to employees in a particular pay band. Each band rate range is defined by a minimum and maximum rate.

### **Base salary**

An employee's rate of pay before any deductions and exclusive of additional pay of any kind, except as expressly provided by applicable law or regulation. For the specific purposes, basic pay includes any local market supplement.

### **Bonus**

An element of the performance payout that consists of a one-time lump-sum payment made to employees. It is not part of basic pay.

---

## **C**

### **Career employee**

An individual appointed without time limit to a competitive or excepted service position in the Federal service.

### **Career group**

One or more associated or related occupations. A career group may include three or more pay schedules.

## **CFR**

Code of Federal Regulations.

## **CID**

Criminal Investigation Division.

## **Class appeal**

An appeal brought by a representative(s) of a group of similarly situated employees consistent with the provisions of Rule 23 of the *Federal Rules of Civil Procedure*. NOTE: This is not an employee's appeal under the provisions of SC200.8.

## **Classification**

The process of assigning a job or position to an occupational series, career group, pay schedule, and pay band for pay and other related purposes. Also referred to as job evaluation.

## **Closeout Assessment**

A narrative description of an eligible employee's performance under an approved performance plan when the supervisor ceases to exercise duties relative to monitoring, developing, and rating performance of the employee.

## **Comparable Pay Bands**

Pay bands with the same level of work within and across varying pay schedules and career groups, regardless of the specific earning potential of the bands.

## **Competencies**



The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform a particular job or job function successfully.

### **Competing employee**

For reduction in force (RIF) and transfer of function (TOF) purposes, a career employee (including an employee serving an initial probationary period) an employee serving on a term appointment, and other employees as identified in implementing issuances.

### **Competitive area**

The boundaries within which employees compete for retention.

### **Competitive group**

Employees within a competitive area who are on a common retention list for the purpose of exercising displacement rights.

### **Component**

An organizational unit so prescribed and designated by the Secretary of Defense in his or her sole and exclusive discretion, such as the Office of the Secretary of Defense, Military Departments, a Defense Agency, or a DoD Field Activity.

### **Conditions of employment**

Personnel policies, practices, and matters affecting working conditions—whether established by rule, regulation, or otherwise—except that such term does not include policies, practices, and matters relating to—

- Political activities prohibited under 5 USC chapter 73, subchapter III;
- The classification of any position, including any NSPS classification determinations;

- The pay of any employee or for any position, including any determinations regarding pay or adjustments thereto under NSPS; or
- Any matters specifically provided for by Federal statute.

## **Confidential employee**

An employee who acts in a confidential capacity with respect to an individual who formulates or effectuates management policies in the field of labor-management relations.

## **Consult**

To consider an organization's interests, opinions, and recommendations in rendering decisions. This can be accomplished in face-to-face meetings or through other means, e.g., teleconferencing, e-mail, and written communications.

## **Continental United States (CONUS)**

The States of the United States, excluding Alaska and Hawaii, but including the District of Columbia.

## **Contributing Factor**

Attributes of job performance that are significant to the accomplishment of individual job objectives.

## **Contribution**

A work product, service, output, or result provided or produced by an employee or group of employees that supports Departmental mission, goals, or objectives.

## **Contribution Assessment**

The determination made by the pay pool manager as to the impact, extent, and scope of contribution that the employee's performance made to the accomplishment of the organization's mission and goals.

## **CONUS**

See *Continental United States*.

## **Current Continuous Service**

A period of employment immediately preceding an adverse action without a break in Federal civilian employment of a workday.

---

## **D**

### **Day**

A calendar day.

### **Department**

The Department of Defense.

### **DHS**

Department of Homeland Security.

### **Director**

The Director of the Office of Personnel Management.

### **Direct Hire Authority**

Authority authorized by DoD when it determines there is a severe shortage of critical candidates or a critical hiring need.

## **Displacement right**

The right of a competing employee who is displaced from his or her present position because of position abolishment, or because of displacement resulting from the abolishment of a higher-standing employee on the retention list, to displace a lower-standing employee on the list on the basis of the retention factors.

## **DoD**

Department of Defense.

---

## **E**

## **EEOC**

Equal Employment Opportunity Commission.

## **EPI**

See *Extraordinary Pay Increase*

## **Extraordinary pay increase (EPI)**

A discretionary basic pay increase or bonus to reward an employee at the highest performance level who has been assigned the maximum number of shares available under the rating and contribution scheme when the payout formula does not adequately compensate the employee for his or her extraordinary performance and contribution.

---



## **F**

### **FR**

Federal Register.

### **Furlough**

The placement of an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons.

### **FWS**

Federal Wage System.

### **FY**

Fiscal Year.

---

## **G**

### **General Schedule (GS)**

The General Schedule classification and pay system established under chapter 51 and subchapter III of chapter 53 of Title 5, U.S. Code.

### **Grade**

A level of work under a position classification or job grading system. NOTE: Not used in NSPS classification architecture.

---

## **H**

## **Higher Pay Band**

A pay band designated to be a higher level of work than an employee's currently assigned band, either within or across varying pay schedules and career groups, regardless of the specific earning potential of the band.

## **HR**

Human Resources.

---

## **I**

## **IG**

Inspector General.

## **Implementing issuance or issuances**

A document or documents issued by the Secretary of Defense, Deputy Secretary of Defense, Principal Staff Assistants (as authorized by the Secretary of Defense), or Secretaries of the Military Departments to carry out a policy or procedure implementing NSPS. These issuances may apply Department-wide or to any part of DoD as determined by the Secretary of Defense at his or her sole and exclusive discretion. These issuances do not include internal operating guidance, handbooks, or manuals that do not change conditions of employment, as defined in NSPS regulation.

## **Initial probationary period**

A period of time, as designated by the Secretary of Defense, immediately following an employee's appointment, during which an authorized management official determines whether the employee fulfills the requirements of the assigned position.

## **In-service probationary period**

The period of time, as designated by the Secretary of Defense, during which an authorized management official determines whether the employee fulfills the requirements of the assigned position.

## **Interdisciplinary and Interoccupational Positions**

Positions that can be filled by employees in more than one occupation. Interdisciplinary positions relate to professional occupations, and Interoccupational positions cover positions in one of several analytical occupations.

## **Issuance or issuances**

A document issued by the Secretary of Defense, Deputy Secretary of Defense, Principal Staff Assistants (as authorized by the Secretary of Defense), or Secretaries of the Military Departments at the DoD or Military Department level to carry out a policy or procedure of the Department, other than those issuances implementing the NSPS regulations.

---

## **J**

### **Job Objectives**

An expression of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities/contributions and the related outcomes/accomplishments expected of you during the appraisal period.

---

## **K**

---

## **L**

### **Local Commuting Area**

The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

### **Local Market Supplement (LMS)**

Additional pay to address labor market factors that are location and/or occupation specific. Under NSPS, these supplements are used in lieu of Title 5 locality pay and special rate supplements. These supplements will be expressed as a percentage of base salary (including a retained rate).

### **Lower Pay Band**

A pay band designated to be a lower level of work than an employee's currently assigned band, either within or across varying pay schedules and career groups, regardless of the specific earning potential of the band.

## **LWOP**

Leave Without Pay.

---

## **M**

### **Management official**

An individual employed by the Department in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the Department.



## **Management-Directed Reassignment**

Reassignment initiated or directed by management. While the employee may agree to be reassigned, this action normally does not include the employee applying through an advertised vacancy announcement.

## **Military Department**

The Department of the Army, the Department of the Navy, or the Department of the Air Force.

## **Minimum period**

The period of time established by the Secretary of Defense during which an employee will perform under applicable performance expectations before receiving a rating of record.

## **Mixed positions**

Positions where work falls within more than one occupational series, pay schedule and/or pay band.

## **Modal Rating (Pay administration)**

The most frequent rating of record assigned to employees in the same pay band within a particular pay pool for a particular rating cycle.

## **Modal Rating (RIF)**

The rating of record that occurs most frequently in a particular competitive group.

---

## **N**

### **National Security Personnel System (NSPS)**

The human resources management system established under 5 U.S.C. 9902 (a) and described under 5 U.S.C. 9902(a). It does not include the labor relations system established under 5 U.S.C. 9902(m).

### **NCIS**

Naval Criminal Investigative Service.

### **NSPS**

*See National Security Personnel System.*

---

## **O**

### **OAR**

*See Organizational/Team Achievement Recognition.*

### **Occupational code**

A group or family of positions performing similar types of work. Occupational codes are assigned a number for workforce information purposes (for example: 0110, Economist Series; 1410, Librarian Series).

### **OIPT**

Overarching Integrated Product Team.

### **OMB**

Office of Management and Budget.

## **OPM**

Office of Personnel Management.

## **Organizational/Team Achievement Recognition (OAR)**

An increase to employee base salary, bonus, or a combination of these in order to recognize the members of a team, organization, or branch whose performance and contributions have successfully and directly advanced organizational goals.

## **OSC**

Office of the Special Counsel.

## **OSI**

Office of Special Investigations.

---

## **P**

### **Pay band or band**

A work level and associated pay range within a pay schedule.

### **Pay pool**

The organizational elements/units or other categories of employees that are combined for the purpose of determining performance payouts. Each employee is in only one pay pool at a time. *Pay pool* also means the amount designated for performance payouts to employees covered by a pay pool.

## **Pay Pool Manager**

The individual designated to manage the pay pool, resolve discrepancies, and ensure consistency.

## **Pay Pool Panel**

Usually senior management officials, including the pay pool manager, of the organizations or functions represented in the pay pool that assist the pay pool manager in the exercise of his or her responsibilities.

## **Pay retention**

Temporary preservation of an employee's former rate of basic pay when the rate exceeds the maximum rate of the employee's new pay band.

## **Pay schedule**

A set of related pay bands for a specified category of employees within a career group.

## **Pay-for-performance evaluation system**

The performance management system which links individual pay to performance and provides an equitable method for appraising and compensating employees.

## **PDF**

Portable Document Format.

## **PEO**

Program Executive Office.

## **Performance**

Accomplishment of work assignments or responsibilities and contribution to organizational goals, including behavior and professional demeanor (actions, attitude, and manner of performance) as demonstrated by the employee's approach to completing work assignments.

## **Performance expectations**

The duties, responsibilities, and competencies required by, or objectives associated with, an employee's position and the contributions and demonstrated competencies management expects of an employee.

## **Performance management**

Applying the integrated processes of setting and communicating performance expectations; monitoring performance and providing feedback; developing performance and addressing poor performance; and rating and rewarding performance in support of the organization's goals and objectives.

## **Performance management system**

The policies and requirements for setting and communicating employee performance expectations; monitoring performance and providing feedback; developing performance and addressing poor performance; and rating and rewarding performance.

## **Performance payout**

The total monetary value of performance pay increase and bonus resulting from the performance appraisal process and contribution assessment.

## **Performance Plan**



A written or electronic document that contains at least one, and generally three to five job objectives and associated contributing factor(s) for each job objective.

### **Performance Review Authority**

A senior management official or an organizational unit or group that manages and oversees the payout process, payout funds, and pay pool decisions.

### **Performance share**

A unit of performance payout awarded to an employee based on performance. Performance shares may be awarded in multiples commensurate with the employee's performance and contribution rating level.

### **Performance share value**

A calculated value for each performance share based on pay pool funds available and the distribution of performance shares across employees within a pay pool expressed as a percentage or fixed dollar amount.

### **Position or job**

Duties, responsibilities, and related competency requirements that are assigned to an employee whom the Secretary of Defense approves for coverage.

### **PPP**

See *Priority Placement Program*

### **Principal Staff Assistants**

For purposes of this regulation, these are senior officials of the Office of the Secretary of Defense who report directly to the Secretary of Defense or Deputy Secretary of Defense, as determined by the Secretary of Defense.

### **Priority Placement Program (PPP)**

The Department of Defense's placement program for surplus and displaced employees who through no fault of their own are adversely affected by workforce shaping actions. PPP is a tool used to assist DoD employees in finding a qualifying job within the Department.

### **Probationary period**

See Initial and In-service probationary periods.

### **Professional and Analytical Occupations**

The term *professional* refers to positions that have a positive educational requirement (e.g., Librarian, 1410; Accountant, 0510). Analytical occupations require work performance involving judgment, discretion, and personal responsibility.

### **Promotion**

The movement of an employee from one pay band to a higher pay band on a permanent or temporary basis.

---

## **Q**

---

## **R**

## **Rate Range**

The minimum and maximum base salary within for each pay band (does not include Local Market Supplement).

## **Rating Official**

A representative of management, usually the immediate supervisor, who is approved by the pay pool manager to evaluate and assess employee performance and recommend a rating of record for review by the pay pool panel.

## **Rating of record**

A performance appraisal prepared at the end of an appraisal period covering an employee's performance of assigned duties against performance expectations over the applicable period; or as needed to reflect a substantial and sustained change in the employee's performance since the last rating of record as provided in DoD implementing issuances.

## **Reassignment**

The movement of an employee to a different position or set of duties in the same or a comparable pay band on a permanent basis. This includes the movement of an employee between positions at a comparable level in NSPS and a non-NSPS Federal personnel system. There are three basic types of reassignment—

1. Management-Directed Reassignment—Reassignment initiated or directed by management. (See Management-Directed Reassignment).
2. Employee-Initiated Reassignment—Reassignment at the employee's request, normally initiated by the employee applying for a vacant position through an advertised vacancy announcement.
3. Involuntary Reassignment—When an employee is involuntarily reassigned to a comparable pay band through adverse action procedures (as a result of poor performance or misconduct).

## **Reduction in band**

The movement of an employee from one pay band to a lower pay band.

## **Reduction in pay**

A decrease in an employee's rate of basic pay fixed by law or administrative action for the position held by the employee before any deductions and exclusive of additional pay of any kind. Basic pay does not include local market supplements or similar payments. Non-receipt of a pay increase is not a reduction in pay.

## **Retention factors**

The factors used to rank employees within a particular retention list. NSPS retention factors are: Tenure, Veterans' preference, performance, and length of service.

## **Retention list**

A list of all competing employees occupying positions in the competitive area, who are grouped in the same competitive group on the basis of retention factors.

## **RIF**

Reduction in Force.

---

## **S**

## **Salary**

The rate of basic pay fixed by law or administrative action for the position

held by an employee before any deductions and exclusive of additional pay of any kind. Pay does not include locality-based comparability payments, local market supplements, or other similar payments.

## **Secretary**

The Secretary of Defense.

## **SES**

The Senior Executive Service established under 5 USC chapter 31, subchapter II.

## **SL/ST**

Senior and Scientific or Professional Positions. An employee serving in a senior-level position paid under 5 USC 5376. The term "SL" identifies a senior-level employee covered by 5 USC 3324 and 5108. The term "ST" identifies an employee who is appointed under the special authority in 5 USC 3325 to a scientific or professional position established under Title 5 USC 3140.

## **Similar positions**

Positions in which the duties performed are similar in nature and character and require substantially the same or similar qualifications, so that the incumbent could be interchanged among the positions without significant training or undue disruption in the work.

## **Student Educational Employment Program (SEEP)**

A streamlined hiring program available to full or part time students enrolled in high school, technical, vocational, 2 or 4 year college or university, graduate or professional school degree programs. The program is comprised of two components: The Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). Students in SCEP may



be noncompetitively converted to NSPS term or career appointments following completion of their academic and work experience requirements.

## **Supervisor**

For labor relations purposes, as defined in subpart I, an individual employed by the Department having authority in the interest of the Department to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees; to adjust their grievances; or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment, except that, with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority. It also means an individual employed by the Department who exercises supervisory authority over military members of the armed services, such as directing or assigning work or evaluating or recommending evaluations.

---

## **T**

### **Temporary employee**

An individual not on a career appointment who is employed for a limited period of time not to exceed 1 year. The appointment may be extended, up to a maximum of three years, to perform the work of a position that does not require an additional permanent employee.

### **Temporary promotion**

Movement to a higher pay band on a temporary basis.

### **Temporary reassignment**

Movement, either employee-initiated or management-directed, to a

comparable pay band or set of duties on a time-limited basis.

### **Tenure Group**

A group of employees with a given appointment type. In a reduction in force, employees are first placed in a tenure group and then ranked within that group according to other retention factors.

### **Term Employee**

An individual not on a career appointment who is employed for a period of time of more than one year up to a maximum of five years, when the need for the employee's service is not permanent.

### **Time-limited employee**

An individual serving for a period of limited duration (e.g., a temporary or term appointment), in either the competitive or excepted service.

### **TOF**

See *Transfer of Function*.

### **Transfer of Function (TOF)**

A transfer of function occurs when work is moved from one competitive area to another or when an entire competitive area is moved to a new commuting area. The work must cease to be performed in the losing competitive area and be performed by competing employees in the new competitive area (e.g., the work is not contracted out).

## **Unacceptable performance**

Performance by an employee that fails to meet one or more performance expectations, as amplified through work assignments or other instructions, for which the employee is held individually accountable.

## **USC**

United States Code.

## **USERRA**

Uniformed Services Employment and Reemployment Rights Act.

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## **V**

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## **W**

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## **X**

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## **Y**

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## **Z**

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# **NSPS 101**

## **Resources**



[Final version of the NSPS regulation in the Federal Register](#)

The final NSPS implementing issuances will be available on this site once they are approved.

[PDF file containing all screens in the course \(for printing\)](#)

# **NSPS 101**

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